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SAN FRANCISCO
PUBLIC LIBRARY

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NOTICE OF MEETING

A meeting of the Building and Facilities Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, March 2, 1993

TIME: 3:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Barbara Rosenberg

MEMBERS: Commissioner Coulter and Gee

AGENDA:

1. Define purpose of Committee: Commissioner Rosenberg
2. Introduce Department of Public Works Team: Kathy Page, Chief of Facilities Development
3. Request to Chief Administrative Officer for regular Reporting to this Committee on Library Capital Projects: Kenneth Dowlin, City Librarian
4. Status on New Main: Kathy Page, Chief of Facilities Development
5. Status on Branch Renovations: Kathy Page, Chief of Facilities Development
6. Priority List of Branch Renovation/Seismic Upgrade Project: Kathy Page, Chief of Facilities Development
7. Status on Carlson Stacks: Commissioner Rosenberg
8. Request to Planning Department for Technical Assistance in Planning Facilities: Kenneth Dowlin, City Librarian
8. Other Reports

2/24/93:dm

ACCESSIBLE MEETING POLICY

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6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location include 42 Van Ness, 26 Valencia or 9 San Bruno down Market. For information about MUNI's accessible service call 923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537. 
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available. 



City and County of San Francisco
Public Library Commission

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SAN FRANCISCO
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NOTICE OF MEETING

A meeting of the Building and Facilities Committee of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, April 6, 1993

TIME: 2:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Barbara Rosenberg

MEMBERS: Commissioner Coulter and Gee

AGENDA:

1. Department of Public Works Report on Work in Progress, New Main: Jim Cheng, Project Manager
2. Department of Public Works Report on Work in Progress, Branches: Russ Abel, Assistant City Architect
3. Cultural Facilities Improvement Bond Discussion: Commissioner Rosenberg
4. Other Reports

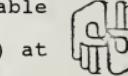
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APR 29 1993

SAN FRANCISCO
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NOTICE OF MEETING CHANGE
NOTE TIME CHANGE

The San Francisco Public Library Building and Facilities Committee
meeting of Tuesday, May 4, 1993, has been canceled. The Next
Building and Facilities Committee meeting is scheduled for June 1,
1993, at 3:00 PM.

dm:4/28/93



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City Librarian

NOTICE OF MEETING CHANGE

The SAN FRANCISCO PUBLIC LIBRARY BUILDING AND FACILITIES COMMITTEE meeting of TUESDAY, JUNE 1, 1993, HAS BEEN CANCELLED DUE TO A LACK OF QUORUM. The Next Building and Facilities Committee meeting is scheduled for July 6, 1993, at 3:00 PM.

dm:6/1/93



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NOTICE OF MEETING CHANGE

THE BUILDING AND FACILITIES COMMITTEE MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION OF TUESDAY, AUGUST 3, 1993, HAS BEEN CANCELLED. THE NEXT BUILDING AND FACILITIES COMMITTEE MEETING WILL BE TUESDAY, AUGUST 10, 1993 AT 3:00 PM.

7/29/93:dm



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City and County of San Francisco Public Library Commission

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City Librarian

NOTICE OF MEETING CHANGE

A meeting of the BUILDING AND FACILITIES COMMITTEE of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, August 10, 1993**

TIME: **3:00 PM**

PLACE: **Lurie Room, Main Library**

CHAIR: **Commissioner Barbara Rosenberg**

MEMBERS: **Commissioners Coulter and Gee**

AGENDA:

1. Department of Public Works Report on Work in Progress, New Main: Jim Cheng, Project Manager
2. Department of Public Works Report on Work in Progress, Branches: Russ Abel, Assistant City Architect
3. Report on the Temporary Site for Chinatown Branch: Neel Parikh, Chief of Branches
4. Report on Life Center and Department of Parking and Traffic Discussions about Eureka Valley Branch: Neel Parikh
5. Other Reports

8/4/93:dm

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6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.
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NOTICE OF MEETING CHANGE

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The Building and Facilities Committee Meeting of the San Francisco Public Library Commission for Tuesday, September 7, 1993 has been Postponed until October.

8/30/93:dm



City and County of San Francisco
Public Library Commission

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NOTICE OF MEETING CHANGE

A meeting of the BUILDING AND FACILITIES COMMITTEE of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, October 5, 1993

TIME: 3:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Barbara Rosenberg

MEMBERS: Commissioners Coulter and Gee

AGENDA:

1. Department of Public Works Report on Work in Progress, New Main: Jim Cheng, Project Manager
2. Department of Public Works Report on Work in Progress, Branches: Russ Abel, Assistant City Architect
3. Update on Temporary site for Mission Branch Library: Neel Parikh, Chief of Branches
4. Briefing on the Status of Muni Day Pass Distribution: Kenneth Dowlin, City Librarian
5. Other Reports

9/29/93:dm

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SAN FRANCISCO
PUBLIC LIBRARY

BUILDING AND FACILITIES COMMITTEE, SAN FRANCISCO PUBLIC LIBRARY
OCTOBER 5, 1993 MINUTES

- I. Meeting called to order at 3:06 PM.
- II. Present: Commissioner Rosenberg and Gee
Commissioner Coulter arrived at 3:08 PM
- III. Items Considered by Committee:
 - A. Department of Public Works Report on Work in Progress, New Main.
Action: Continued discussion
 - B. Department of Public Works Report on Work in Progress, Branches.
Action: Continued discussion
 - C. Update on Temporary site for Mission Branch Library.
Action: Continued discussion
 - D. Briefing on the status of Muni Day Pass Distribution
Action: Continued discussion

10/6/93:dm



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City and County of San Francisco
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SAN FRANCISCO
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111
NOTICE OF MEETING

A meeting of the BUILDING AND FACILITIES COMMITTEE of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, November 2, 1993 Note Correction

TIME: 3:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Barbara Rosenberg

MEMBERS: Commissioners Coulter and Gee

AGENDA:

1. Department of Public Works Report on Work in Progress, New Main: Jim Cheng, Project Manager
2. Department of Public Works Report on Work in Progress, Branches: Russ Abel, Assistant City Architect
3. Briefing on the status of Muni Day Pass Distribution: Kenneth Dowlin, City Librarian
4. Other Reports

10/25/93:dm



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**BUILDING AND FACILITIES COMMITTEE MINUTES
SAN FRANCISCO PUBLIC LIBRARY
NOVEMBER 2, 1993**

- I. Meeting called to order at 3:10 PM.
- II. Present: Commissioner Rosenberg, Gee and Coulter
- III. Items considered by Committee:
 - A. Department of Public Works Report on Work in Progress, New Main.
Action: Continued for further update
 - B. Department of Public Works Report on Work in Progress, Branches.
Action: Continued for further update
 - C. Briefing on the status of Muni Day Pass distribution.
Action: Continued for further update at the end of the three month trial period
- IV. Meeting adjourned at 4:25 PM.



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NOTICE OF MEETING POSTPONEMENT

THE BUILDING AND FACILITIES COMMITTEE MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION FOR TUESDAY, DECEMBER 7, 1993 HAS BEEN POSTPONED. FUTURE MEETING DATE TO BE ADVISED.

12/1/93:dm

JAN 23 1994

SAN FRANCISCO
PUBLIC LIBRARYNOTICE OF MEETING

A meeting of the BUILDING AND FACILITIES COMMITTEE of the /San Francisco/Public Library Commission will be held as follows:

DATE: Tuesday, February 1, 1994

TIME: 3:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Barbara Rosenberg

MEMBERS: Commissioners Coulter and Gee

AGENDA:

1. Department of Public Works Report on work in progress, New Main: Jim Cheng, Project Manager
2. Department of Public Works Report on work in progress, Branches: Russ Abel, Assistant City Architect
3. Recommend approval of priority list of branch renovation, ESPII funding: Neel Parikh, Chief of Branches
4. Discussion on the status of Mission Branch Library temporary site: Neel Parikh
5. Other Reports

1/24/94:dm



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SAN FRANCISCO
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NOTICE OF MEETING POSTPONEMENT

THE BUILDING AND FACILITIES COMMITTEE MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION OF MARCH 1, 1994, HAS BEEN POSTPONED. FUTURE MEETING DATE TO BE ADVISED.

2/24/94:dm



NOTICE OF MEETING

A meeting of the BUILDING AND FACILITIES COMMITTEE of the
San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, April 20, 1994

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Jan Zivic, Chair

MEMBERS: Commissioners Jebe and Streets

AGENDA:

1. Department of Public Works Report on work in progress, New Main: Jim Cheng, Project Manager
2. Department of Public Works Report on work in progress, Branches: Russ Abel, Assistant City Architect
3. Briefing on the Earthquake Safety Program and Library Branch renovation projects under this program: Neel Parikh, Chief of Branches

4/14/94:dm

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**SAN FRANCISCO PUBLIC LIBRARY
BUILDING AND FACILITIES COMMITTEE MINUTES
APRIL 20, 1994**

(Handwritten signature)

- I. Meeting called to order at 4:08 PM
- II. Present: Commissioners Jan Zivic and Walter G. Jebe, Sr.
Excused: Commissioner Fran A. Streets
- III. Items considered by Committee:
 - A. Department of Public Works Report on Work in Progress, New Main.

Jim Cheng, Project Manager of New Main, briefed the Committee of on-site and off-site construction activities and stated that the contractor remains on schedule with a projected building completion date of November 1995 and an opening date of March 1996. Mr. Cheng announced the May 19th Topping Off Ceremony.
 - B. Department of Public Works Report on Work in Progress, Branches.

Russ Abel, Assistant City Architect, reported that Park and Presidio Branch Libraries' renovations were completed, as was the majority of Sunset Branch construction. He announced that Chinatown Branch construction started April 4th and that Mission Branch is now in the design stages.

Neel Parikh, Chief of Branches, reported that a temporary location for the Mission Branch Library at 23rd Street near South Van Ness is under lease negotiation. Ms. Parikh alerted the Committee that the Language of Vocational School is lobbying the Board of Supervisors to encourage the Library to consider their site as the Mission Branch temporary location.

- C. Briefing on the Earthquake Safety Program and Library Branch Renovation Project Under This Program.

Neel Parikh and George White, Earthquake Safety Program Manager, reviewed and distributed the Branch Renovations Summary Timeline. (Attachment)

Public Comment

Commissioner Zivic acknowledged Edward Benner's concern that actual planning start for increased computer access hours for library users.

IV.

Adjourned: 4:25 PM

4/28/94:dm
BFM

BRANCH RENOVATIONS

Summary Timeline

- 11/1988 Library Improvement Bond passed by the voters. This bond included \$5 million for branch renovations.
- 6/1989 Branch Renovations Priority List was approved by the Library Commission. Priorities were based on service level of branch, branch usage and (then known) seismic rank. Top priorities were: Sunset, Chinatown, Mission, Richmond. Commission agreed to the strategy to set aside a larger amount of funding as a match for a grant to expand Chinatown Branch.
- 1989 CAO informed the Library that all Seismic 4 branches needed to be put at the top of the list: Park and Presidio were moved to the top.
- 1989 The Library Commission set a policy that no more than two branches should be closed for renovation at the same time and that these branches should not be in the same service area.
- 1990 Earthquake Safety Program II approved by voters. Provides for seismic upgrade, disability access, asbestos work and other code mandates. Bond sets allocation: \$4.958 Million.
10 branches named: Bernal
Eureka Valley
Excelsior
Golden Gate Valley
Marina
Mission (only \$100,000)
North Beach
Ortega
West Portal
Western Addition
The list of branches for this program was provided by the Bureau of Architecture without Library Commission approval.
- 12/1991 Library received \$2,484,573 state grant for Chinatown Branch.
- 1992 Park and Presidio Branches completed.
- 5/1992 Library received \$696,579 federal grant for Mission Branch.

- 1992 Budget estimates were refined for the remaining library bond funding. It was clear that we would only be able to renovate five branches (Park, Presidio, Sunset, Chinatown and Mission) from bond funds.
- 8/1992 Noe Valley, Merced and Richmond Branches were approved by the Library Commission to be substituted for three branches on the ESPII list. Commission also approved a new priority list.
- 3/1993 Library was informed that Richmond and Noe Valley were studied and ranked seismic 4. This information was reported to the Commission and the library recommended that Noe and Richmond move to the top of the ESPII priority list.
- 4/1993 The Commission approved a ESPII new priority list placing Richmond and Noe Valley at the top of the list.
- 6/1993 Sunset Branch was completed.
- 8/1993 Department of Public Works asked the Library Commission to verify the ESPII priority list. At this point, based on the new estimates for Noe Valley and Richmond, ESPII monies could not fund the original 10 branches. The Library was asked to clarify which branches WOULD NOT be funded in ESPII.
- 1/1994 Library recommended to the Commission Buildings Committee a new priority list. The recommendation included a recommendation for bond funded staffing to support the building projects. This item was scheduled for final discussion in March.
- 3/1994 Department of Public Works asked the Library if Noe Valley and Richmond could be included in ESPIII bond program planning. The Library submitted proposals for Noe, Richmond and the remaining and unscheduled/unfunded seismic 3 branches: Anza, Merced, Parkside, and Potrero. This recommendation was scheduled for Commission approval, but tabled by the chair.
- 3/1994 Library informed that Noe and Richmond will be included in ESPIII and that the seismic 3 branches would not be included. ESPIII will be on the November ballot.
- 3/1994 Bureau of Architecture has requested that the Library select the highest priority branch to begin work planning the first ESPII renovation.



DOCUMENTS DEPT.

MAY 13 1994

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the BUILDING AND FACILITIES COMMITTEE of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, MAY 18, 1994

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Jan Zivic, Chair

MEMBERS: Commissioners Walter G. Jebe, Sr.
and Fran A. Streets

AGENDA:

1. Department of Public Works Report on work in progress, New Main: Jim Cheng, Project Manager
2. Department of Public Works Report on work in progress, Branches: Russ Abel, Assistant City Architect
3. Discussion and possible recommendation for approval to began planning seismic upgrade for the Marina Branch Library under the ESP II program: Neel Parikh, Chief of Branches

4/14/94:dm
Construction

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

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2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.
6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.



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MAY 26 1994

SAN FRANCISCO
PUBLIC LIBRARY

**SAN FRANCISCO PUBLIC LIBRARY
BUILDING AND FACILITIES COMMITTEE
Minutes for the Meeting of May 18, 1994**

- I. Meeting called to order at 4:08 PM
- II. Present: Commissioners Jan Zivic and Walter G. Jebe, Sr.
Excused: Commissioner Fran A. Streets
- III. Items considered by Committee:
- A. Department of Public Works Report on Work in Progress, New Main.

Jim Cheng, Project Manager of New Main, briefed the Committee of construction activities and stated that the contractor remains on schedule and within budget. In response to Mr. Cheng's report on failures of welded connections in ductile frame buildings during the recent earthquake in Los Angles, Commissioner Jebe suggested that the library obtain another independent evaluation of joint welding in the New Main. Mr. Cheng also noted that buildings with base isolation in their foundations, such as the New Main possesses, sustained less damage than structures without.

- B. Department of Public Works Report on Work in Progress, Branches.

Kathy Page, Chief of Facilities Development, reported that Chinatown Branch Library renovation is underway and that CICO-JOO, the contractor, has demolished the back portion of the building and is proceeding with excavation of the site. She announced that Mission Branch Library is about halfway through the design phase, awaiting cost estimations of seismic bracing methods from the consultant.

In response to Commissioner Streets, Neel Parikh, Chief of Branches, stated that the Mission Branch is presently open to the public, and that the temporary location has not been obtained. She stated that construction will not begin until January 1995 and that the building will close by October 1, 1994.

In response to a library patron's question, Rich Walsh, Manager of Facilities and Finance, stated that the Chinatown book collection is being stored on city-owned property at 45 Hyde.

C. Discussion and possible recommendation for approval to begin planning seismic upgrade for the Marina Branch Library under the ESPII program.

Neel Parikh, Chief of Branches, requested approval to begin work on Marina Branch Library and she stated that at a later date she would submit to the Committee a priority list for approval.

Ms. Parikh briefed the Commission on the criteria for ESPII priority list as follows:

1. Renovate no more than two branches at same time
2. Renovate branches in different service areas simultaneously
3. Renovate the more heavily used branches with the higher seismic risk rankings first

Ms. Parikh stated that ESPII funding is administrated by the Department of Public Works.

Commissioner Jebe made the motion to approve the recommendation to began planning for seismic upgrading for Marina Branch Library.

ACTION: Unanimously recommended to Commission for approval

Mr. Dowlin announced that the Library has acquired temporary free storage space in Brooks Hall. He stated that FEMA will finance the move from the Carlson Stacks to the Hall for \$250,000.

IV. Commissioner Jebe moved to adjourn the Building and Facilities Committee meeting.

Adjourned: Unanimously approved
Adjourn 4:47 PM

Library Improvement Bond Projects
Update
May 1994

NEW MAIN LIBRARY

1. Project continues to be on schedule - completion due by end of November, 1995.
2. Major activities during May:
 - * Structural steel erection completed
 - * Metal floor decking being installed
 - * Electrical, mechanical and plumbing pipe sleeves, conduits and other piping being installed
 - * Concrete floor slabs poured on Main and Upper Main floors as well as in several areas below grade and around the site
 - * Layout of interior dry wall partitions has begun
3. Offsite activities:
 - * Architectural metalwork fabrication continues in Los Angeles
 - * Exterior facade granite precast panel fabrication continues in Utah
4. Furniture and equipment - preparation of bid packages continues. Bidding scheduled for the end of 1994.
5. Library Foundation gift of \$1,111,000 to fund the remaining four bid alternates as well as enhancements to the Children's Center and Gay/Lesbian Center was approved by the Board of Supervisors Government Efficiency & Labor Committee and forwarded to the full Board. Two additional Foundation gifts are anticipated over the next several months which will fulfill the Foundation's \$22,000,000 funding target for enhancements to the building and its interiors.

Chinatown Branch Renovation

1. CICO-JOO, contractor, began work at the site as of 4/4/94. Current activity includes demolition and excavation.
2. Project meetings between contractor, DPW and Library staff began 5/10/94. The project is approximately one week behind schedule.

Mission Branch Renovation

1. Russ Abel, project manager, halted structural engineering review until end of May, until cost analysis of several seismic bracing methods (described in last month's report) is completed by Turner Construction. Project is 50% through design and on hold.

5/17/94
Kpaige



City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
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JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

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JUN 13 1994

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF CANCELLED MEETING

THE BUILDING AND FACILITIES COMMITTEE MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION OF JUNE 15, 1994, HAS BEEN CANCELLED. FUTURE MEETING DATE TO BE ADVISED.

6/7/94:dm



City and County of San Francisco
Public Library Commission

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JUL 07 1994

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a Building and Facilities Committee meeting as follows:

DATE: TUESDAY, JULY 12, 1994

TIME: 2:30 PM

PLACE: LURIE ROOM, MAIN LIBRARY

AGENDA:

1. Discussion and possible action on relocating the Portola Reading Center
2. Discussion and possible action regarding recommendation for bringing library facilities into compliance with requirements of federal Americans with Disabilities Act (ADA) of 1990

7/7/94:dm

Accessibility

The City Librarian is authorized to proceed with Phase I of the ADA Transition Plan to bring library facilities into compliance with the Americans with Disabilities Act of 1990; projects include high-priority, low-cost methods for meeting the goals of the plan such as signage, accessible parking, furniture modifications, door hardware and restroom modifications; costs not to exceed \$50,000

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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.



194
City and County of San Francisco
Public Library Commission

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City Librarian

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AUG 5 1994

SAN FRANCISCO
PUBLIC LIBRARY

**SAN FRANCISCO PUBLIC LIBRARY
BUILDING AND FACILITIES SPECIAL COMMITTEE MINUTES**

Minutes for the Meeting of July 12, 1994

- I. Meeting called to order at 2:34 PM.
- II. Present: Commissioner Jan Zivic, Chair
Commissioner Walter Jebe Sr.
Excused: Commissioner Fran Streets

III. Item Considered by Committee:

A. Discussion and possible action on relocating the Portola Reading Center.

Kenneth Dowlin, City Librarian, introduced Richard Walsh, Manager of Library Facilities, who provided information regarding vacating Portola Branch Library. Mr. Walsh acknowledged the generous assistance of Caludine Venegas, Real Estate Department.

Mr. Walsh stated that the Portola Branch Library landlady submitted written notification received June 28, 1994, of her non-negotiable intent to terminate the library lease agreement and requested the Library to vacate the premises by July 31, 1994. Mr. Walsh indicated that the Library had been a tenant at the Portola site since May 15, 1941.

In response to Commissioner Jebe, Mr. Walsh reported the Library's lease at the Portola site had provided approximately 1,700 square feet for \$1,285.00 dollars per month @ \$0.67 cents per square foot.

In response to Commissioner Jebe's inquiry regarding the possibility of requesting additional time at the current site, Ms. Venegas pointed out that the landlady indicated her preference was that the Library vacate by July 31st.

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

In response to Commissioner Zivic, Ms. Vengas speculated that the landlady's 30-day notification to vacate could be attributed to another tenant's intent to acquire occupancy by August 1, 1994.

In response to Commissioner Jebe, Mr. Walsh assured the Committee that it would be possible for the Library to vacate the premises by the July 31st deadline.

In response to Commissioner Zivic, Mr. Walsh explained that the Library has identified a storefront site of approximately 4,000 square feet and anticipated a rent of approximately \$3,500 per month @ \$.87 per square foot. He stated that the building will be divided into two units each having a separate entrance. Mr. Walsh stated that negotiations are pending until the building owner returns to the United States in August.

Mr. Walsh described improvements that would be necessary for the site to be used as a branch library.

Mr. Walsh pointed out that the library had inquired into another site but it had already been rented.

Mr. Walsh stated that the Portola Branch Library Children's Summer Reading Program has been offered a temporary location at the Family Connections Community Center, and he anticipated that the program would be at that location for the months of August and September. Mr. Walsh credited Loretta Dowell, Manager for Southern Reading Centers, for her efforts in acquiring the temporary location.

In response to a question from Commissioner Jebe, Mr. Walsh identified the realtor for the property.

Neel Parikh, Chief of Branches, expressed appreciation for the assistance of Mr. Walsh and Ms. Dowell. She assured the Committee that the Library could utilize the 4,000 square feet, citing an increase in patron usage and the possibility of creating a children's room.

In response to Commissioner Zivic, Mr. Walsh indicated that the landlord lease proposal is for the entire 4,000 square feet to be acquired.

Toni Bernardi, Coordinator of Children's Services, reaffirmed the importance of maintaining a presence near the old branch site. She noted Jodie Mercier, Children's Branch Librarian, efforts to increase children's participation at Portola Branch and welcomed Branch expansion.

Commissioner Zivic expressed appreciation for the time and energy put forth by library staff to provide information.

Mr. Dowlin stated that in 1995 the Portola Branch will go from a Reading Center to a Branch.

In response to Commissioner Jebe, Ms. Parikh and Mr. Walsh reviewed the square footage and cost of rented branch libraries sites as follows:

Visitacion Valley Branch	2,620 sq. ft.	\$.85 sq. ft.	\$2,000	mos.
Ocean View Branch	1,370 sq. ft.	\$.50 sq. ft.	\$680.	mos.
Glen Park Branch	1,500 sq. ft.	\$.86 sq. ft.	\$13,000	mos.
Portola Branch	4,000 sq. ft.	\$.87 sq. ft.	\$3,500	mos.

Mr. Dowlin suggested that relocating Portola Branch might be funded by spending the existing budget early and recovering that expenditure from the October supplemental appropriation.

Christen Ortez, Portola resident, expressed pleasure in the library staff's efforts to acquire another branch site.

In response to Commissioner Zivic, Mr. Walsh stated that the potential site met the Americans with Disabilities Act (ADA) requirements.

In response to Commissioner Zivic, Ms. Venegas suggested that the condition of the lease should probably remain at a minimum of 5 years to allow the City to amortize cost. Ms. Parikh stated that Proposition E should enable the Library to consider longer lease term agreements.

Mr. Walsh stated that the Portola Branch will close at the end of July and that relocation will take 5 days. In response to Commissioner Zivic, Mr. Walsh informed the Committee that Portola Branch closure notices have been posted throughout the community and that Mr. Dowlin has notified the Independent Newspaper. Ms. Parikh stated that a press release announcing the temporary site will be distributed when definite closing date is known.

Commissioner Jebe suggested that the City Librarian contact the local newspapers to announce of the Portola Branch relocation.

At the request of Commissioner Zivic, Loretta Dowell, Reading Center Manager introduced herself and discussed acquiring space for the Children's Summer Reading Program at the Family Connections Community Center.

Commissioner Zivic invited Ms. Dowell to attend the August Commission meeting to participate in the Portola Branch Library discussion.

- B. Discussion and possible action regarding recommendation for bringing library facilities into compliance with requirements of federal Americans with

Disabilities Act (ADA) of 1990

Julia Moll, Deputy City Attorney, introduced Paul Imperiale, Mayor's Disability Coordinator. Mr. Imperiale stated that all city departments were directed to produce an Accessibility Transition Plan although no funding source is available. Mr. Imperiale indicated that he, Ms. Moll and Mr. Walsh surveyed each Branch Library for accessibility. He complimented Mr. Walsh for his assistance and knowledge of library facilities, and noted the possibility that Block Grant funding might be available in the future for accessible accommodation.

In response to Commissioner Zivic, Ms. Parikh reported that every branch that has not been renovated with bond funds would need adjustments to meet ADA requirements.

Mr. Imperiale explained that many branch facilities are amenable to the disabled. He responded to Commissioner Zivic's inquiry regarding restroom accessibility by stating that any restroom available to the general public must be available to the disabled patron. He suggested either closing restrooms that could not immediately be retrofitted or denoting them as "not for public use" to prevent litigation.

Commissioner Zivic expressed concern regarding the possible closure of restrooms. Mr. Imperiale informed the Committee that retrofitting a single restroom usually cost from \$15,000 to \$30,000.

Ms. Moll pointed out that if the Library hires staff who are physically impaired, that by designating a restroom "staff only" does not relieved the Library of its responsibility.

Mr. Walsh distributed phase I of the Transition Plan for San Francisco Public Library Accessibility that described the SFPL's program to bring library facilities into ADA compliance. He stated that some facility retrofitting might be paid for with Earthquake Safety Program bond funds.

Mr. Dowlin indicated that the Library is dealing with two time dimensions (1) January 1, 1995 ADA compliance deadline under Phase 1 of the Accessibility Transition Plan and (2) the long term goal that all library facilities be seismically and electrically upgraded.

Julia Moll clarified that Phase II of the Accessibility Transition Plan is a long term project with more work to be completed. She explained that phase 1 established a time-table and plan that identified the work representing the highest priority to make branches accessible at the lowest cost.

Mr. Walsh promised to provide branch Library location numbers at the request of

Ellen Egbert, library patron.

Commissioner Zivic announced that the ADA discussion will be scheduled for the August meeting of the Building and Facilities Committee.

IV. Adjournment

The July 12, 1994, Building and Facilities Committee meeting of the San Francisco Public Library Commission was adjourned at 3:46 PM.

The City and County of San Francisco

TRANSITION PLAN FOR

SAN FRANCISCO PUBLIC LIBRARY

ACCESSIBILITY

PROVIDED BY THE OFFICE OF THE CITY LIBRARIAN

SAN FRANCISCO PUBLIC LIBRARY

CIVIC CENTER

SAN FRANCISCO, CA 94102

KENNETH E. DOWLIN, CITY LIBRARIAN

COPIES AVAILABLE UPON REQUEST FROM THE OFFICE OF FACILITIES & FINANCE OF THE PUBLIC LIBRARY
415/557-4245

JUNE 1994

INTRODUCTION

This draft transition plan describes the San Francisco Public Library's program to bring library facilities into compliance with the Americans with Disabilities Act (ADA) of 1990. The plan focuses on all public areas of the main library and 26 branch facilities. More specifically, these areas include:

- Paths of travel from parking lots and sidewalks to and through entrances and throughout public areas
- Services, such as restrooms, drinking fountains, online card catalog and checkout counters
- Public meeting rooms

BACKGROUND

The Main Library consists of eight centralized service departments. The Main Library directly serves its own constituency of users and is the primary backup to the branches for information and materials. It provides reference and informational services to users in person and by phone.

The hardware for the systemwide public access catalog and circulation system is housed in the main library. This system enables a patron to locate library materials from any library terminal. For example, if a patron at Merced Branch wanted to read a book which was currently available in the Main Library, the patron could request it and it would be sent to Merced Branch within two days. This system has given patrons access to a substantial portion of the library's collections.

Branch libraries meet the library service needs of San Francisco's diverse neighborhoods; they are the major service point for children and youth, senior citizens, new immigrants, families and others who seek convenient library service. A major focus of activity is services for children, with circulation of children's books representing 30% of circulation and 97% of program attendance. The collections and services focus on general information, popular materials, a variety of programs and outreach to the community.

Library buildings are an established element of every neighborhood in San Francisco. Unfortunately they were built when people had different ideas on architecture and what might be user-friendly to all citizens of the City. None of the buildings, from Mission Branch built in 1916 to Bayview Branch built in 1969, focused on free and equal access for persons with disabilities.

PLAN

The mission statement of the San Francisco Public Library strategic plan is that "The San Francisco Public Library System is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community." The library has a commitment to provide quality library service to everyone in the community.

The passage of the Library Improvement Bond in 1988 has enabled construction of a new, state-of-the-art Main Library in Civic Center and has allowed for renovation/expansion of five branch facilities.

Park, Presidio and Sunset branches have undergone seismic strengthening, disabled access upgrades, electrical improvements and asbestos abatement. Access upgrades have included ramps, elevators, restroom and furniture modifications. These three branches have reopened and offer full program access.

The library's most ambitious branch renovation is Chinatown Branch, the busiest branch in the system, which will more than double its size with a \$5-million construction budget. Construction began in March 1994 and the facility should be reopened in late 1995. Complete access throughout the facility will be provided.

Mission Branch, the second busiest branch, will close in fall 1994 for a \$2-million expansion project which will result in full access to the facility. This branch should reopen in March 1996.

Library facilities have been surveyed for accessibility of all public areas by the Library Facilities Manager, City Attorney's Office and Mayor's Disability Coordinator.

To address the needs of the survey, a three-part Transition Plan has been developed.

- Phase I encompasses a set of projects, many of which can be undertaken immediately using available funds. Some of these projects can be done in-house for minimal funding while others may be contracted out to Bureau of Building Repair.
- Phase II is projects budgeted by a funding source outside of the library's operating budget.
- Phase III projects are those which have been surveyed by the Bureau of Architecture and have substantial costs associated with modifications to the physical plant. They also include unfunded projects requested through the Capital Improvement Program.

PHASE I

These projects are high-priority, low-cost methods for meeting the goals of the Transition Plan. Projects include signage, accessible parking, furniture modifications, door hardware,

restroom modification, safety issues, and rearrangement of public access equipment.

PHASE II

These projects are related to 1989 earthquake repair at the Main Library. These projects will begin in the Fall 1994 and will be completed in early 1995.

PHASE III

These projects have been identified as enhancements of branch facilities to provide access for people with disabilities. Although library programs will be accessible with completion of Phases I and II, Phase III projects will enlarge the scope and number of facilities offering full access to all citizens of San Francisco. They are included in this plan for informational purposes.

PHASE I

LOCATION	COSTS
DEPT OF PARKING & TRAFFIC	
SURVEY OF ON-STREET DISABLED PARKING SPACES 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26	WINTER 1994
PARKING LOTS: DISABLED PARKING SPACE WITH SIGNAGE, WHEEL BLOCKS, RAMPS 2, 27	WINTER 1994
EXTERIOR SIGNAGE FOR ACCESS PATHS 2, 27	FALL 1994
ALL LOCATIONS	500
BRAILLE SIGNAGE FOR BOOK DROPS	AUGUST 1994
ALL LOCATIONS	1,000
BRAILLE OPEN-HOUR SIGNS	AUGUST 1994
PAINT INTERIOR/EXTERIOR STAIR NOSING 20, 2, 22, 27, 13, 21, 25 17, 9, 7, 26, 19, 4	SEPTEMBER 1994
REPAIR/REPLACE EXTERIOR CONCRETE ON SURFACE AND STAIRS 2, 25	WINTER 1994
ALL FACILITIES	3,500
INSTALL FENCE AROUND STEEP STAIRWAY 21	WINTER 1994
ADJUST EXTERIOR DOOR PRESSURE TO NO MORE THAN 8 LBS RESISTANCE	JULY 1994
ADJUST INTERIOR DOOR PRESSURE TO NO MORE THAN 5 LBS RESISTANCE	JULY 1994
SIGNAGE AT CIRCULATION COUNTERS AND DESIGNATED LOCATIONS	AUGUST 1994
PROVIDE CLIPBOARDS AT ALL CIRCULATION COUNTERS TO ASSIST IN COMPLETION OF FORMS	ALL LOCATIONS
ADJUST PUSH BAR HARDWARE 11	COMPLETED
PROVIDE UNOBSTRUCTED ACCESS/FURNITURE REARRANGEMENT 22, 25, 21, 23, 19	JULY 1994
	COMPLETED
	100
	4,000
	200
	--

INTERIOR ASSISTANCE SIGNAGE	11, 25, 26	AUGUST 1994	1,100
EXTEND HANDRAILS ON STAIRWAYS	22	FALL 1994	800
INTERIOR STAIRWAY SAFETY GATES	20, 21, 17	WINTER 1994	750
LOWER/RAISE TABLE HEIGHT	20, 22, 21, 17	JULY 1994	100
INTERIOR/EXTERIOR PLANTER CURBING	2, 23	WINTER 1994	750
INSTALL NEW DRINKING FOUNTAIN	10	FALL 1994	1,200
INSTALL DOOR KICKPLATES	27, 11, 12, 4	AUGUST 1994	1,200
LEVER-TYPE DOORSET HARDWARE MODIFICATIONS	27, 10, 22, 12, 4	WINTER 1994	600
RESTROOMS: ADJUST GRAB BARS, PAPER DISPENSERS, INSULATE P-TRAPS	12, 17, 9, 23, 19 24, 20, 22, 11, 13, 10	AUGUST 1994	6,000
PUBLIC COPY MACHINES: PROVIDE ACCESSIBLE INSTRUCTION PLATE IN PRINT/BRAILLE	ALL LOCATIONS	AUGUST 1994	500
RAMP AT EMERGENCY EXIT/SPATIO, SLOPE OF WALKWAYS	24, 2, 12	WINTER 1994	8,500
		TOTAL	\$50,000
PHASE II (FUNDED BY FEMA/STATE OES - MAIN LIBRARY)			
INTERIOR SIGNAGE		SPRING 1995	
PUBLIC RESTROOM MODIFICATION		SPRING 1995	
ENTRY DOORS: AUTOMATIC OPENERS		SPRING 1995	
		PHASE II PROJECTED COSTS	\$95,000

PHASE III: BRANCH ACCESS

	SCHEDULE TO BE DETERMINED	COST
MERCED BRANCH: BUILDING/SITE ACCESS, RESTROOMS	✓	\$47,000
EXCELSIOR BRANCH: BUILDING/SITE ACCESS, RESTROOMS	✓	78,000
WADEN BRANCH: BUILDING/SITE ACCESS, ELEVATORS, RESTROOMS	✓	170,000
POTRERO: BUILDING/SITE ACCESS, ELEVATOR, STAIRS, RESTROOM	✓	375,000
EUREKA VALLEY: BUILDING/SITE ACCESS, RAMPS, STAIRWAYS, RESTROOMS	✓	83,000
PARKSIDE BRANCH: BUILDING/SITE ACCESS, STAIRWAYS, RAMPS, RESTROOMS	✓	86,000
RICHMOND BRANCH: BUILDING ACCESS, RAMPS, RESTROOMS	✓	376,000
GOLDEN GATE VALLEY: BUILDING/SITE ACCESS, ELEVATOR, RAMPS, RESTROOMS	✓	343,000
MARINA BRANCH: BUILDING/SITE ACCESS, RESTROOMS	✓	83,000
NORTH BEACH BRANCH: BUILDING/SITE ACCESS, ELEVATORS, RESTROOMS	✓	268,000
WESTERN ADDITION BRANCH: BUILDING/SITE ACCESS, RESTROOMS, STAIRWAYS	✓	56,000



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City Librarian

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AUG 12 1994

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Building and Facilities Committee

Minutes of the meeting of July 20, 1994

The Building and Facilities Committee of the San Francisco Public Library Commission met on Wednesday, July 20, 1994, in the Lurie Room, Main Library.

I. Call to order

The meeting was called to order at 3:00 PM.

Members present: Commissioner Jan Zivic, Chair
 Commissioner Walter Jebe, Sr.
 Commissioner Fran A. Streets

II. Items considered in committee

A. Kathy Page, chief of facilities development, introduced Jim Cheng, Department of Public Works Bureau of Engineering, who serves as project manager for construction of the new main library. Mr. Cheng reported that new main construction remains on budget and on schedule.

Mr. Cheng informed the committee that pouring concrete for the floors was 95% complete and would be followed by partitioning, fireproofing, and ductwork.

The project manager recalled past difficulties with partitioning and reported that the contractor, architect, and DPW were working together closely to facilitate communication.

Mr. Cheng announced that the rewelding of prime structural joints had been completed as recommended by the library's seismic consultants. He noted that the consultants indicated that rewelding was not essential, given the new main's foundation which contains a state-of-the-art base isolation system that prevents

the type of loading stresses a conventional building experiences during a major earthquake. However, he stated, both the consultants and the city believed that rewelding critical welds provided additional seismic integrity to the structure at relatively low cost.

In response to a question from Commissioner Jebe, Mr. Cheng explained that the construction project maintains a contingency fund to cover design-change orders and unanticipated expenses.

Commissioner Streets inquired into the role of affinity groups in the design of the various special centers in the new main. Mr. Cheng acknowledged that design requests from some affinity groups had been received and suggested that affinity groups with design requests work with Kathy Page and the facilities development office. Commissioner Zivic noted that the executive director of the Library Foundation of San Francisco had worked closely with the lesbian/gay affinity group and encouraged groups seeking to expand their involvement in the design of the centers to contact the foundation. Ms. Page promised to assist affinity groups to communicate with the foundation.

Virginia Gee, a member of the public, encouraged the library to be proactive in outreach to all communities and to ensure affinity group participation in the development of the new main and its special centers.

- B. Commissioner Zivic welcomed Russ Abel, assistant city architect and project manager for branch library renovations; Todd Cockburn, city engineer; and Tony DeLucchi, director of property.

Mr. Abel reported that major difficulties had been encountered in the renovation of Chinatown Branch Library. He noted that excavation had revealed that the branch's foundation had very little steel reinforcement, contrary to what Department of Public Works' original drawings from 1918 showed.

In response to questions from Commissioner Zivic, Mr. Abel indicated that seismic evaluations had no reason to doubt the accuracy of the records and emphasized that the missing reinforcement was of a nature that would not be evident even in a detailed evaluation.

Mr. Abel reported that an early, serious design error classified Chinatown Branch as a one-story structure with a basement, but that structurally the building is actually a two-story building. The assistant city architect stated that the Bureau of Architecture and library staff are examining the possibility of introducing high-strength sprayed-on concrete into the walls or attaching steel-brace frames.

Mr. Abel estimated the additional cost of correcting the lack of foundation reinforcement at \$750,000. He projected the financial impact of the one-story/two-story design error at an additional \$700,000 which, added to the necessity of reestablishing a project contingency fund, equaled a total cost overrun of approximately \$1.7-million.

In response to questions from the committee, Mr. Abel discussed the structural definition of a two-story building.

Landis Whistler, member of the public, inquired about the methods that would be utilized to ensure that Mission Branch renovation did not encounter similar difficulties.

Rosalyn Coo, Friends of Chinatown Branch Library, expressed dismay at the Chinatown Branch renovation problems. Ms. Coo requested community review of the project.

Todd Cockburn, city engineer, acknowledged community concerns but pointed out that the destructive tests necessary to have detected the lack of foundation reinforcement would have necessitated closing Chinatown Branch Library before an alternate site was available. He noted, however, that future branch renovations would include destructive tests to prevent recurrence of the present situation. He expressed a willingness to accept third-party review of the project plans but cautioned that such a review would have an associated cost.

Ms. Gee reminded the committee of a prior difficulty in the Chinatown project bidding process and encouraged careful oversight by the Commission.

Ms. Coo announced to the committee that Fong Chen, a retired engineer, had volunteered to review *pro bono* the plans for Chinatown branch renovation. Commissioner Zivic expressed gratitude for the offer, and Mr. Cockburn welcomed Mr. Chen's participation and review.

Mr. Abel reviewed the options for Chinatown Branch now available to the Public Library. These included continuing with the existing project; canceling the existing project and returning to bid; demolishing the current structure and constructing a new branch on the existing site; or demolishing the current structure and constructing a new branch at another site.

Commissioner Zivic announced that the chief administrative officer has requested that the Public Library Commission consider all alternatives, including the construction of a new facility.

Tony DeLucchi, director of property, pointed out the difficulty of obtaining space in Chinatown without removing existing housing stock. Mr. DeLucchi indicated that nothing from a real-estate perspective would prevent constructing a new building on the current site. He expressed gratitude to Ms. Coo and the Chinatown community for assistance in arranging the current Chinatown Branch temporary site at a substantially under-market rental rate.

Ms. Page explained to the committee that the California State Library has warned staff that \$2.4-million in state bond funds available for the Chinatown renovation might be jeopardized if construction is delayed to the extent that constructing a new facility might involve. In response to a question from Commissioner Jebe, Ms. Page stated that the library's current contract specifies that the project will be completed by July 1995.

In response to a question from Commissioner Zivic, the city librarian, recommended that the library consider ways to repair its credibility with the Chinatown community.

Commissioner Zivic agreed and promised the committee would meet again within a week to continue discussion.

III. Adjournment

Commissioner Zivic adjourned the July 20, 1994, meeting of the Buildings and Facilities Committee of the San Francisco Public Library Commission at 4:10 PM.



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City and County of San Francisco
Public Library Commission

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SAN FRANCISCO
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NOTICE OF MEETING

A meeting of the **BUILDING AND FACILITIES COMMITTEE** of the San Francisco Public Library Commission will be held as follows:

DATE: Tuesday, July 26, 1994

TIME: 3:00 PM - 5:30 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Jan Zivic, Chair

MEMBERS: Commissioners Walter G. Jebe, Sr.
and Fran A. Streets

AGENDA:

1. Continued discussion and possible recommendation for action on Branch Library renovation projects.

7/21/94:dm
Construction

ACCESSIBLE MEETING POLICY

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City and County of San Francisco
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Building and Facilities Committee

Minutes of the meeting of July 26, 1994

The Building and Facilities Committee of the San Francisco Public Library held a meeting on Tuesday, July 26, 1994, in the Lurie Room, Main Library.

I. Call to order

The meeting was called to order at 3:05 PM.

Members present: Commissioner Jan Zivic, Chair
Commissioner Walter Jebe, Sr.
Commissioner Fran A. Streets

II. Continued discussion of branch library renovation projects

A. Commissioner Zivic recalled that at the Building and Facilities Committee meeting of July 20, 1994, several important issues regarding branch library renovations had arisen.

The chair welcomed Russ Abel, assistant city architect and manager of branch library renovation projects. Mr. Abel provided a handout detailing eight proposed change orders totalling \$2.3-million in the Chinatown Branch renovation project. (Attachment)

The assistant city architect pointed out that \$600,000 of project funding was originally allocated for a contingency fund, so the actual request for additional funding was \$1.7-million, as he had reported at the meeting of July 20.

Mr. Abel briefly reviewed the development of plans for the rooftop garden in the branch's design.

In response to a question from Commissioner Zivic, Mr. Abel cited examples of miscellaneous change orders, including a test of the Chinatown Branch's foundation and changes to the ground level floor plan.

In response to a question from Commissioner Streets, Mr. Abel estimated the amount to be set aside for the change order contingency fund at 10% of the \$2.3-million total cost.

Mr. Abel recalled that the vice-chair of the steering committee of Friends of the Chinatown Library had recommended that Fong Chen, retired engineer, review the Bureau of Architecture's plans for Chinatown renovation. He indicated that Mr. Chen had expressed support for the approach being taken by the bureau.

Todd Cockburn, city engineer, informed the committee that his staff had met with Mr. Chen, who was in attendance.

Commissioner Zivic welcomed Mr. Chen who briefly discussed materials being considered for Chinatown renovation, including shotcrete, a high-strength spray-on concrete.

Mr. Abel reported that shotcrete is being employed on the existing back wall of the branch. He cautioned that shotcrete treatment for the front, north, or south facades would add four inches of thickness to the existing walls and pose serious problems for the building's ornate plaster ceilings.

Virginia Gee, member of the public, expressed concern that increasing the length of time for renovation would increase the cost of renting the Chinatown branch's temporary location.

Neel Parikh, chief of branches, responded that the rental for the temporary site is currently being paid by funds donated anonymously through the Library Foundation. She indicated that additional money may be needed and recommended that Proposition E funds be used. Ms. Parikh reported that negotiations to extend the lease for the temporary site would begin once the engineers had determined how much additional time would be necessary.

In response to a question from Commissioner Zivic, Mr. Abel anticipated that the maximum additional time necessary would be four months. Ms. Parikh noted that she had been reminded by Rosalyn Coo, Friends of Chinatown Library, that the current lease for the Chinatown temporary site provided for two years' occupancy, beginning in January 1994, so that the temporary site was available throughout the projected increase in the renovation schedule.

Ms. Coo urged the committee to carefully monitor and control soft costs such as architectural, engineering, and project management fees that may arise from the previous errors in the Chinatown Branch project. She expressed increased confidence in the project since Mr. Chen's review.

- B. Mr. Abel reported a potential shortfall in the range of \$700,000 to \$1.2-million in Mission Branch renovation. Based upon the experience at Chinatown Branch, he noted, the Department of Public Works will recommend tests to determine if the branch actually conforms to the drawings and specifications on file. He pointed out that construction work has not commenced on Mission Branch, which is still in the planning and design stage, and he envisioned additional work with library staff to consider space and cost issues.

In response to a question from the chair, Mr. Abel explained that DPW was not requesting funds for Mission Branch at this time, but did foresee delays in beginning the project. He recalled that Mission Branch has not had a functioning heating system for two years and recommended that the Commission authorize the purchase of a boiler since library operations will continue at the present site throughout the winter.

Deborah Cornue, Mission Branch librarian, inquired about the length of time Mission Branch would be closed for destructive testing. Mr. Abel responded that discussions with structural engineers have been inconclusive but that DPW would seek to minimize any disruption in library service.

In response to a question from Commissioner Streets, Mr. Abel and Ms. Parikh described the library's efforts to keep the Mission community informed of developments at the branch.

Commissioner Zivic noted that Supervisor Leal's administrative aide was present and expressed appreciation for the supervisor's continuing interest and support.

- C. Commissioner Jebe reported on the Portola Branch Library move. The commissioner announced that children's library services will resume on August 9 from the site of Family Connections, and the library continues to seek a permanent location for the branch.

III. Adjournment

Commissioner Zivic adjourned the July 26, 1994, meeting of the Building and Facilities Committee of the San Francisco Public Library Commission at 3:50 PM.

Don Todd Associates, Inc.
303 Second Street, Suite 355
San Francisco, Ca 94107
(415) 227-0170

MEMORANDUM

C O Breakdown

Message

The 2.3 million for changes orders I'm carrying is roughly broken down as follows

- 1 Church lease and site access Includes church lease, payments to property owners, costs to protect and repair damage to neighboring property owners
- 2 Roof Garden Includes money for the alternate to be priced as a change order and includes additional moneys that will be needed to cover corrections and coordination issues of the plan documents
- 3 Basement foundation revisions and shoring Includes temporary shoring to continue the work and the structural and architectural revisions to the basement
- 4 Seismic structural revisions Includes architectural and structural changes. The cost is based on a shotcrete scheme
- 5 Miscellaneous minor changes that are known
- 6 Construction Management and Inspection Includes additional project management, special inspection and testing required for the additional work
- 7 Delay and acceleration allowance Includes allowance for extended overhead and overtime or other measures to get the project back on its original schedule
- 8 Change Order Contingency

TOTAL \$2,300,000

These costs are a combination of conceptual estimates, contractor C O requests and "best guess" and are based on the information available and are intended to be somewhat conservative



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City and County of San Francisco Public Library Commission

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SAN FRANCISCO
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NOTICE OF MEETING



A meeting of the **BUILDING AND FACILITIES COMMITTEE** of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, August 17, 1994

TIME: 3:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Jan Zivic, Chair

MEMBERS: Commissioners Walter G. Jebe, Sr.
and Fran A. Streets

AGENDA:

1. Department of Public Works Report on work in progress, New Main:
Jim Cheng, Project Manager
2. Department of Public Works Report on work in progress, Branches:
Russ Abel, Assistant City Architect
3. Continued discussion and possible action regarding recommendations for bringing library facilities into compliance with the requirements of federal Americans with Disabilities Act (ADA): Rich Walsh, Manager of Library Facilities
4. Discussion of old or new business

8/8/94:dm Construction

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

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SAN FRANCISCO
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NOTICE OF MEETING

A meeting of the **BUILDING AND FACILITIES COMMITTEE** of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, September 21, 1994

TIME: 3:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Jan Zivic, Chair

MEMBERS: Commissioners Walter G. Jebe, Sr.
and Fran A. Streets

AGENDA:

1. Department of Public Works Report on work in progress, New Main:
Kathy Page, Chief of Facilities Development
2. Department of Public Works Report on work in progress, Branches:
Kathy Page, Chief of Facilities Development
3. Update on the lease status of Portola Branch Library: Rich Walsh, Manager of Facilities
4. Discussion and possible recommendation on Phase-I of the Americans with Disabilities Act (ADA)
5. Discussion of old or new business

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SAN FRANCISCO
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Building and Facilities Committee minutes of the meeting of September 21, 1994

The Building and Facilities Committee of the San Francisco Public Library Commission held a meeting on Wednesday, September 21, 1994, in the Lurie Room, Main Library.

I. Call to order

The meeting was called to order at 3:02 PM.

Members present: Commissioner Jan Zivic, Chair
 Commissioner Walter Jebe, Sr.
Member excused: Commissioner Fran A. Streets

II. Items considered in committee

- A. Kathy Page, Chief of Facilities Development, reported that the New Main Library is on schedule and on budget and stated that the custom furniture bid package was sent out to bid on September 16, 1994. Ms. Page indicated that this is the first of four major bid packages for furniture and equipment and that the bid packages will all be funded by the Library Foundation.

Jim Cheng, Department of Public Works Bureau of Engineering, stated that the pre-cast granite panels is being installed and the work by carpenters, plumbers and mechanics is on schedule. Mr. Cheng stated that the fire sprinkler sub-contractor is in the middle of a labor dispute with the union and that mediation with the Mayor's office is underway.

In response to Commissioner Zivic, Mr. Cheng explained that if the labor dispute is resolved, construction will resume by Friday which is within the project time frame. He stated that there may be some minor impact, but that it would not be critical to the construction schedule.

In response to Commissioner Jebe, Mr. Cheng indicated that there is language in the MOU that requires the contractor to set up the two gate system or to get court injunctions if the picketers are picketing illegally. He stated that if the general contractor follows through with what is in the specifications, then the general contractor is allowed an extension. Mr. Cheng indicated that work is continuing and when the sprinkler workers return, they will have to work around the work already completed and that there will be some financial impact to either the general contractor or the sprinkler sub-contractor at that time.

- B. Ms. Page introduced James Chia, the new Project Manager for the Chinatown Branch Renovation Project. Ms. Page reported that the supplemental request for \$1.7 million was still at the Budget Committee of the Board of Supervisors and has been continued until October 5th.

Ms. Page reported that the request for money to replace the boiler at the Mission Branch Library was passed by the Budget Committee of the Board of Supervisors and once the Board passes the request, the boiler could be replaced. She indicated that asbestos abatement is underway as part of the preparation work prior to installation.

Mr. Chia explained the new organization chart that had been handed out along with the description of the roles of different personnel working on the Chinatown Branch Library Project. Mr. Chia reported that the design team had completed the drawings for the bracing joints and they had been submitted to the contractor who started work on August 17th.

Landis Whistler, Library TNT Chairman, informed the Commissioners that he testified at the Board of Supervisors meeting that he believes any overrun of the budget should be passed on to the Department of Public Works and the Bureau of Architecture.

- C. Rich Walsh, Facilities Manager, updated the Commission on the Portola Branch Library relocation process. He introduced Claudine Venegas from the Real Estate Department, Loretta Dowell, Portola Reading Center Supervisor and Jody Mercer, Children's Librarian. Mr. Walsh presented the terms of square footage/cost and lease information on each of three possible sites for relocation. He stated that all three sites are located on San Bruno Avenue in the same general area as the original location. Mr. Walsh described the site at 2670 San Bruno as too small. He stated that the site at 2555 San Bruno Avenue is extremely large, the location is not desirable and that the landlord wants the tenant to share the cost of insurance and taxes. Mr. Walsh stated that the most desirable location is the drugstore at 2450 San Bruno Avenue near a busy corner with a bus stop. He explained that the owner will sub-divide the space to 2,500 sq/ft. He described the lease as being for five years with either annual Consumer Price Index or flat-rate

rent increases, the owner pays taxes and insurance, the tenant is responsible for utilities and services and the owner may consider some tenant improvement allowance for handicap renovation work. The cost of renovation was estimated by Mr. Walsh at \$23,000.

Ms. Dowell read a letter from St. Elizabeth school in support of moving the Reading Center to the site at 2450 San Bruno Avenue. A request was made by local school children to retain the Children's Librarian, Ms. Mercer.

Neel Parikh, Chief of Branches, encouraged the Commissioners to consider moving into the space at 2450 San Bruno Avenue.

Mr. Walsh stated that the agreement with Family Connections, in providing free space for the summer reading program, is up September 30th. Maryann Flemming, Director of Family Connection, stated that the Center was willing to continue providing some space after September 30th depending on what would be available in the center. Ms. Flemming stated a minimum charge for rent will be imposed after September 30th.

Commissioner Zivic indicated that the Commissioners would negotiate with Ms. Flemming what the cost would be for the continued use of the Family Connection space.

Mr. Dowlin, City Librarian, commented that having the opportunity to increase the service level of the Portola Reading Center would benefit the neighborhood.

Pauline Jennings, Portola Reading Center patron, stated that additional space is needed to accommodate not only the children of the neighborhood, but the adults and seniors as well.

Commissioners Zivic and Jebe directed Rich Walsh to pursue a lease for 1/2 the space (2,500 square feet) at 2450 San Bruno Avenue for \$2,700 per month, based on a five year lease. Upon receipt of the lease, a committee meeting will be scheduled.

Mr. Dowlin commented that if the Commission approves a lease for a new location for the Portola Reading Center, it would then have to be approved by the Board of Supervisors.

- D. Mr. Walsh addressed the issue of the Americans with Disabilities Act stating that a survey was done at the branches and main, in conjunction with the Mayor's Disabilities Access Coordinator. Mr. Walsh stated that Phase I of the ADA service plan included a list of cost effective measures that would bring the Library into compliance by January 1, 1995.

Commissioner Zivic recommended that this be put on the next Commission meeting's agenda as an action item.

III. Adjournment

Commissioner Zivic adjourned the September 21, 1994 meeting of the Building and Facilities Committee of the San Francisco Public Library Commission at 4:03 PM.

Copies of the Committee handouts will be located in the office of the Commission Secretary.



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City and County of San Francisco
Public Library Commission

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SAN FRANCISCO
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NOTICE OF MEETING

A meeting of the **BUILDING AND FACILITIES COMMITTEE** of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, October 19, 1994

TIME: 3:00 PM

PLACE: Lurie Room, Main Library

CHAIR: Commissioner Jan Zivic

MEMBERS: Commissioners Walter G. Jebe, Sr.
and Fran A. Streets

AGENDA:

1. Department of Public Works Report on work in progress, New Main:
Kathy Page, Chief of Facilities Development and Jim Cheng, Project Manager
2. Department of Public Works Report on work in progress, Branches:
Kathy Page, Chief of Facilities Development and James Chia, Project Manager
3. Presentation on Library signage: Carol Steiman, Friends of the San Francisco Public Library

10/11/94:dm Construction

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San Francisco, CA 94102
Tel. (415) 557-4233

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City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
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KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
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City Librarian

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OCT 28 1994

SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Building and Facilities Committee minutes of the meeting of October 19, 1994

The Building and Facilities Committee of the San Francisco Public Library Commission held a meeting on Wednesday, October 19, 1994, in the Lurie Room, Main Library.

I. Call to order

The meeting was called to order at 3:00 PM.

Members present: Commissioner Jan Zivic, Chair
 Commissioner Walter Jebe, Sr.
 Commissioner Fran A. Streets

II. Items considered in committee

- A. Kathy Page, Chief of Facilities Development, reported that Mission Branch is still in the design stage. Ms. Page stated that she is in negotiation with the Bureau of Architecture for a new Project Manager. She indicated that a new person would probably be in place well before the design is completed. Ms. Page reported that the funds for the new boiler had been authorized by the Board of Supervisors and that she expected the boiler to be installed after the asbestos abatement work is completed.

Ms. Page introduced Debbie Cornue as the new Assistant Chief of Branches and indicated that with her experience as Mission Branch Head and as Cluster Head, she would be an asset to the Mission Branch Library Renovation Project.

Ms. Page reported that the Chinatown Branch Renovation Project was again underway and moving forward. Ms. Page expressed concern that the lease at the temporary site would expire before the original site was completed. She stated that Supervisor Hsieh was also concerned and he stated that the Board of Supervisors did not want a break in the Chinatown Branch Library service.

Ms. Page said that the lease would expire in November/December 1995, around the same time as the project completion date.

Commissioner Zivic stated that Rich Walsh, Facilities Manager, was negotiating for a smooth transition from the temporary site back to the original renovated site in order to ensure no interruption of library service.

James Chia, Department of Public Works, indicated that the Chinatown Branch Renovation Project is getting back on track, that the contractor has received the drawings for the major revisions and is preparing price quotations for these revisions. Mr. Chia reported that the contractor did make a concrete pour of the footings for the new building. He stated that the DPW staff and the Library staff are currently working on providing necessary information to the State regarding all the changes that need to be made, and are revising the drawings for the furniture, fixtures and equipment.

Mr Chia reported that DPW has come up with three proposed conceptual designs for the rooftop garden, and that they will be meeting with the Library staff and the community for input. Ms. Page indicated the community groups are Chinatown Better Parks and Recreation and Asian Neighborhood Design and adjacent property owners. She also stated that Norm Karasick, City Architect, wants to be personally involved in the meetings because of his relationship with adjacent property owners.

In response to Commissioner Streets, Ms. Page reported that Rosalyn Koo is involved in the overall process.

Mr. Chia reported that the supplemental appropriation request has been approved by the Board of Supervisors Budget Committee. He indicated that the money was put in reserve and justifications would be prepared in order to have the funds released.

In response to Commissioner Streets, Mr. Chia stated that it was still too early to know whether the \$1.7 million in reserve would be adequate to finish the project. Mr. Chia stated that more information would be available at the next Commission meeting.

Rosalyn Koo, Friends of Chinatown Branch Library, requested a detailed time schedule from Mr. Chia in order to continue on fundraising efforts for the Chinatown Branch Library.

Commissioner Zivic recommended that Ms. Koo get together with Ms. Page to ensure that the Library has been in contact with the concerned community groups.

In response to a question from Ms. Koo, Kathy Page stated that if there is an extension of the temporary site lease, the source of funds would be either the General Fund, bond funds, or additional private funds.

- B. Ms. Page reported that the New Main custom furniture bids are being reviewed.

In response to Commissioner Zivic, Ms. Page explained that each affinity group has targeted amounts that will go toward the room they are sponsoring and that some groups have other budgeted amounts for collections. Ms. Page indicated that the actual furniture budget is in tiers 1,3 and 4, of the Library Foundation's \$30 million budget and that some portion of that money is prorated among the different affinity groups.

Commission Zivic stated that the affinity groups are also raising money for collections that will be put in the branches that are relevant to their particular groups.

In response to a question from Commissioner Streets regarding the Rockefeller Grant, Ms. Page said that the grant of almost \$400,000 will be determined by the end of the year.

Ms. Page indicated that she is doing research, working specifically with the building maintenance staff of the War Memorial Opera House regarding operating and staffing costs for the New Main Library.

James Cheng, with the Department of Public Works, reported that the New Main Project continues to be on schedule, that the pre-cast panels are almost all in place and that the contractor is waterproofing the exterior. Mr. Cheng stated that the skylight will be installed after the last concrete pour and that the mechanical, electrical and plumbing sub-contractors are on schedule with the interior work. He reported that the entire building will be enclosed by Thanksgiving.

Mr. Cheng expressed his concern for the need of having the person who will manage the maintenance for the New Main in place by the end of the year to observe and understand the complexity and performance of the mechanical and electrical equipment being delivered and installed.

Ms. Page concurred with Mr. Cheng stating that the position of Building Superintendent is part of the Phase I, Proposition E staffing plan. She stated that it would be beneficial for photographs and videos to be made of what is behind the walls and ceilings.

Mr. Cheng reported that with 13 months left on project, roughly \$3.1 million out of the \$6 million contingency has been used, leaving the project in good shape financially. He indicated that more change orders are expected, but that he hoped they will be for small items. In response to Commissioner Streets, Mr. Cheng indicated that the objective is to finish the project for \$4.7 million.

In response to a question from Commission Streets, Ms. Page stated that bond money can only be used for renovating library buildings.

- C. Mary Hernandez, Friends of the San Francisco Public Library, Board Member, presented a position paper addressing the need for more and improved signage to provide the public with location assistance and open hours for the public libraries.

Commissioner Zivic indicated agreement that signage needs to be improved, and she stated that she was concerned where the funds would come from.

Commissioner Jebe stated that he thought the use of banners or flags with the new logo in front of each branch would work to identify the buildings to the public.

Carol Steinman, Friends of the San Francisco Public Library, recommended that the smaller branches, currently under-used and not on major thoroughfares, be targeted first.

Ms. Page reported that the new sign maker for the New Main is something that could be utilized for the entire system.

Commissioner Zivic suggested that Ms. Steinman provide more detailed information at the November committee meeting.

III. Old Business

None

IV. Adjournment

Commissioner Zivic adjourned the October 19, 1994, meeting of the Building and Facilities Committee of the San Francisco Public Library Commission at 3:57 PM.



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b/94
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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF CANCELLED BUILDING AND FACILITIES COMMITTEE MEETING OF
THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The Building and Facilities Committee meeting of the San Francisco Public Library Commission on Wednesday, November 16, 1994, is cancelled.

11/8/94:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233



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JAN 11 1995

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the Building and Facilities Committee of the San Francisco Public Library Commission will be held as follows:

DATE: WEDNESDAY, JANUARY 18, 1995

TIME: 3:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY

CHAIR: Commissioner Walter Jebe, Sr., Chair

MEMBERS: Commissioner Fran A. Streets and Jan Zivic

AGENDA:

1. Department of Public Works Report on work in progress, New Main: Kathy Page, Chief of Facilities Development and Jim Cheng, Project Manager
2. Department of Public Works Report work in progress, Branches: Kathy Page and James Chia, Project Manager
3. Discussion and possible action to recommend consolidating Building and Facilities Committee with the Planning Committee.
4. Discussion and possible action to recommend changing the Building/Facilities Committee meeting date and time.

1/10/95:dm

ACCESSIBLE MEETING POLICY

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6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.



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FEB 3 1995

SAN FRANCISCO
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the BUILDING AND FACILITIES COMMITTEE meeting of Wednesday,
January 18, 1995

I. Meeting called to order: 3:10 PM

II. Members Present: Commissioner Walter G. Jebe, Sr.
Commissioner Jan Zivic

Member Excused: Commissioner Fran A. Streets

III. ITEMS CONSIDERED IN COMMITTEE

1. Department of Public Works work in progress, New Main

Jim Cheng, Department of Public Works Bureau of Engineering, reported slow construction progress at the New Main job site due to the holiday season, rainy weather and change-order requests. Mr. Cheng speculated that building construction should be complete by November 30, 1995, and that the systems activation task will be on-going until December, 1995. He iterated that the New Main opening date is still March, 1996.

Mr. Cheng stated that out of the \$6 million contingency fund the estimated change order costs total \$4.2 million, leaving a balance of \$1.8 million with a projection of approximately \$1.2 million needed to complete the project. He indicated the Chief Administrative Officer's requested \$1 million be withheld in reserve for anticipated claims. Mr. Cheng noted that there should be additional funds in the project budget that could be reassigned to the change-orders and the reserve.

In response to Commissioner Jebe, Mr. Cheng clarified that the outlook of some of the construction activity reported in the New Main Library Progress Report has improved since publication, and that the New Main construction schedule is on track.

In response to Commissioner Zivic, Mr. Cheng stated that there is substantial rain damage in the drywall causing the sheetrock to get wet due to non-installation of some windows. He indicated that the contractor has been successful in sealing off the linear atrium and has proposed erecting a canopy to cover the support system for the main atrium skylight until the windows are installed. Mr. Cheng added that the necessary rework does not add to the progress of the project.

In response to Commissioner Zivic, Mr. Cheng pointed out that damage because of the rain is the responsibility of the contractor.

In response to Commissioner Zivic, Mr. Cheng indicated that the number of change-orders submitted for January is reduced from the previous three months.

In response to Commissioner Jebe, Mr. Cheng stated that he has retained a drywall institute expert to offer guidance on the structural integrity of wet sheetrock.

Kathy Page, Chief of Facilities Development, announced that the Custom Furniture package was awarded to Stow Davis and that the System Furniture is out to bid as of last Friday. At the request of Commissioner Jebe, Ms. Page agreed to provide a furniture presentation at the February Commission meeting.

2. Department of Public Works Branch Library Renovation

James Chia, Project Manager of Chinatown Branch Library Renovation, reported slow progress due to rain. He stated that the contractor submitted a project completion date of March, 1996. Mr. Chia expressed dissatisfaction with the contractor's pricing of change-orders. He stated that he has received 50% of the cost estimates and they are higher than anticipated, but that he would continue to negotiate.

Commissioner Zivic advised Mr. Chia that if additional funds are requested a very specific breakdown of why and who is responsible will be required.

Commissioner Jebe sought clarification on the contractor's cost estimates for change-orders.

Jorge Alfaro, Department of Public Works Bureau of Architecture, stated that he was assigned to the Mission Branch Library Renovation Project in October, 1994.

Mr. Alfaro reported that an independent consulting team of professional engineers and architects is (1) evaluating the current design and seeking ways to cut design costs; (2) conducting peer review of seismic solutions; and (3) conducting materials testing to facilitate design.

He stated that on the value engineering phase he is consulting with Turner Construction NBT Associates, focusing on the structural solution to eliminate K braces to conserve space for staff and library users.

Commissioner Jebe stated that he was very impressed with the Mission Branch Library Renovation plans.

Mr. Alfaro reported that the details in the building's original plans are different than existing plans and that the testing program has allowed for improved building safety. He stated that the next phase will be to examine the architectural, mechanical and electrical systems.

In response to Commissioner Zivic, Ms. Page indicated that the Mission Branch Library renovation process is radically different than the process for Chinatown Branch Library.

3. Discussion was postponed on the possible consolidation of the Building and Facilities Committee with the Planning Committee.
4. Recommendation for Date and Time Change for the Building and Facilities Committee Meetings

MOTION: Commissioner Zivic moved to recommend that the Building and Facilities Committee change its meeting date to the third Thursday of each month at 3:00 PM with the intention that Commissioner Streets would be able to attend.

ACTION: Unanimously recommended

Commissioner Crommie advised that she was willing to recommend that the Planning Committee meet the third Thursday of each month at 4:00 PM.

Commissioner Jebe expressed that he was not in favor of consolidating the Building and Facilities Committee with the Planning Committee. He stated that there are a variety of major projects underway making it difficult to resolve each concern under one committee, but that he wanted address Commissioner Streets' concerns.

Kenneth Dowlin, City Librarian, and Commissioners Crommie and Zivic concurred with Commissioner Jebe.

At the request of Commissioner Jebe, Richard Walsh, Director of Facilities and Operations, discussed the possible expansion of Ocean View Branch Library to the adjacent store front. Mr. Walsh estimated the cost at approximately \$180,00 due to ADA requirements and Building Code requirements.

In response to Commissioner Zivic, Marcia Schneider, Acting Chief of Branches,

quoted Ocean View Branch Library's annual circulation for FY 1993/94, as 6,318 items, of which 43% were children's circulation. Ms. Schneider commented that out of approximately 2.6 million total branch system circulation, Ocean View Branch Library circulated 6,318 and that the total number of branch users was 11,624 for FY 1993/94. She stated that at the present, circulation usage warrants the space that Ocean View Branch currently occupies.

Commissioner Zivic questioned justifying expansion if not warranted by circulation.

In response to Commissioner Jebe, Ms. Schneider stated that Ocean View Branch Library had approximately 6,600 volumes of material, equivalent to a book per circulation, and that to add more books would require the displacement of less used, older or out of date titles.

In response to Commissioner Jebe, Ms. Schneider commented that in light of the increase in service hours, book budget and staff, she anticipated that circulation would increase at Ocean View Branch.

Commissioner Jebe suggested deferring discussion of expanding Ocean View Branch Library.

In response to Commissioner Zivic, Mr. Walsh stated that his personal preference would be to look for an alternate sight for Ocean View Branch.

Commissioner Zivic supported expansion if justified by circulation but noted that it might not be feasible with the cost estimate and current situation.

Rosalyn Koo, member of Friends of the Chinatown Branch Library, stated that she sensed a stalemate in the negotiation process between the contractor and the Chinatown Branch Library and she requested the Library Commission to intervene.

IV. ADJOURNMENT

MOTION: Commissioner Zivic moved for adjournment

ACTION: Commissioner Jebe adjourned the January 18, 1995, meeting of the Building and Facilities Committee of the San Francisco Library Commission at 3:59 PM.

1/25/95:dm Construction



City and County of San Francisco
Public Library Commission

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FEB 11 1995

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NOTICE OF MEETING

A meeting of the Building and Facilities Committee of the San Francisco Public Library Commission will be held as follows:

DATE: THURSDAY, FEBRUARY 16, 1995

TIME: 3:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY

CHAIR: Commissioner Walter Jebe, Sr., Chair

MEMBERS: Commissioner Fran A. Streets and Jan Zivic

AGENDA:

1. Department of Public Works Report on work in progress, New Main: Kathy Page, Chief of Facilities Development and Jim Cheng, Project Manager
2. Department of Public Works Report work in progress, Branches: Kathy Page and James Chia, Project Manager
3. Discussion and possible action to recommend consolidating Building and Facilities Committee with the Planning Committee (postponed from meeting of January 18, 1995)

2/10/95:dm

ACCESSIBLE MEETING POLICY SAN FRANCISCO PUBLIC LIBRARY

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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.
9. Commission meetings held at branch libraries will be accessible. For information regarding accessibility, please call the Public Library's Operations and Maintenance office at 415/557-4245.



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FEB 28 1995

SAN FRANCISCO
PUBLIC LIBRARY

BUILDING AND FACILITIES COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Thursday, February 16, 1995

The Building and Facilities Committee of the San Francisco Public Library Commission held a meeting on Thursday, February 16, 1995, in the Lurie Room, Main Library.

Call to order 3:02 PM

Members present Commissioner Walter Jebe, Sr., Chair
 Commissioner Fran A. Streets

Excused Commissioner Jan Zivic

Items considered in committee

A. Department of Public Works report on work in progress, New Main Library

Kathy Page, Chief of Facilities Development, gave an update on furniture bids for the New Main. She noted that library staff is working closely with the Library Foundation which is funding the furniture purchases.

Ms. Page reported that a coordinator has been hired to assist in preparing the library's request for proposals (RFP) for the move to the New Main. She pointed out the logistics involved in sequencing the move of the library's collections with the simultaneous delivery of equipment and furniture.

In response to a question from Commissioner Streets, Ms. Page indicated that approximately six moving companies nationally specialize in library moves, and that she expected several responses to the forthcoming RFP. She added that approximately 100,000 volumes temporarily stored in Brooks Hall will be reintegrated into the library's collection during the move to the New Main as part of the mover's scope of work.

In answer to Commissioner Streets' inquiry regarding possible on-site fundraising activities during New Main construction, Mr. Dowlin explained that the Library Foundation has reached agreement with the contractor regarding safety issues and suggested that affinity groups interested in sponsoring on-site events should address their

requests to foundation staff.

The Chief of Facilities Development agreed to Commissioner Jebe's request to provide at the next Commission meeting a presentation showing the furniture and fixtures being selected for the New Main.

Ms. Page stated that the Main would be closed to the public for a time during the move, but that staff planned to minimize as much as possible any interruption in phone and computer service.

Jim Cheng, Department of Public Works project manager, updated the committee on construction activities in the New Main. Mr. Cheng explained that the contractor has erected a tent in the central atrium to protect against damage from rain. He reported that projections of work indicate that the project will be completed on time, and that the final several months of activity will be primarily systems activation. Mr. Cheng anticipated that contingency expenditures will remain within budget, although some claims from contractors are being received.

The New Main project manager stated that City staff meet regularly with the contractors to ensure timely exchange of information.

In response to a question from Commissioner Streets regarding construction changes requested by the Library Foundation, Mr. Cheng explained that once the cost of the changes has been determined, the foundation will be requested to provide funding.

B. Department of Public Works report on work in progress, branch libraries

James Chia, Department of Public Works project manager for Chinatown Branch renovation, provided a status report dated February 13, 1995. He stated that the contractor has projected that the Chinatown renovation will be completed in March 1996, although costs are expected to surpass the budget estimates submitted in July 1994.

In response to Commissioner Streets, Mr. Chia anticipated that the cost overruns would exceed the project's contingency budget.

Commissioner Jebe noted that he is visiting the library's construction sites monthly with DPW staff, and he requested that Mr. Alfaro confer with Mr. Chia to ensure that the difficulties at Chinatown Branch are not repeated at Mission Branch.

Commissioner Streets recalled past concerns expressed by the Commission regarding cost overruns. Mr. Chia responded that once the actual overrun amount has been determined, he will report to the Public Library Commission. He offered assurance that DPW staff is attempting to negotiate a fair and reasonable price for Chinatown renovation, although the cost will be higher than estimated earlier.

In response to a question from Commissioner Streets, Mr. Chia stated that the project's peer review arranged by Friends of Chinatown Branch did not include budget and that engineering suggestions from the review had been included in the project.

Jorge Alfaro, Department of Public Works project manager for Mission Branch renovation, provided a status report dated February 16, 1995. He described structural analysis that has been performed on Mission Branch and promised to submit a report to the Commission detailing the results of all tests conducted on the branch library over the past two months. Mr. Alfaro added that design modifications have resulted in a one-half million dollar reduction in the estimated cost of Mission Branch renovation.

Commissioner Jebe expressed support for thorough inspection at Mission Branch.

Ms. Page announced that library staff has requested a meeting with DPW management to discuss the total costs of branch renovations. She noted that all the projects have the same funding source and indicated the library's desire to examine the issues globally instead of on a project-by-project basis.

Marti Kashuba, Bernal Branch patron, pointed out that accessibility is an important issue for the Bernal community and encouraged the Commission to provide funding for an elevator at the branch. In response to questions from Ms. Kashuba and Commissioner Jebe regarding priorities for spending 1988 Earthquake Safety Program (ESP) II bond funds, Ms. Page offered to provide a report on ESP II at the next committee meeting.

Commissioner Streets withdrew her suggestion for consolidating the Building and Facilities Committee with the Planning Committee.

Richard Walsh, Director of Operations and Maintenance, reported on favorable developments in lease negotiations for a new site for Portola Branch. He noted that the location under consideration is larger and more visible than Portola's previous site.

C. Adjournment

On Commissioner Streets' motion, the February 16, 1995, meeting of the Building and Facilities Committee of the San Francisco Public Library Commission adjourned at 3:52 PM.



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MAR 10 1995

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the Building and Facilities Committee of the San Francisco Public Library Commission will be held as follows:

DATE: THURSDAY, MARCH 16, 1995

TIME: 3:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY

CHAIR: Commissioner Walter Jebe, Sr., Chair

MEMBERS: Commissioner Fran A. Streets and Jan Zivic

AGENDA:

1. Department of Public Works Report on work in progress, New Main: Jim Cheng, Project Manager
2. Department of Public Works Report work in progress, Branches: James Chia, Project Manager Chinatown Branch and Jorge Alfaro, Project Manager Mission Branch
3. Update on Branch Library lease: Rich Walsh, Director of Operations and Maintenance
4. Report on priorities for spending 1988 Earthquake Safety Program II Bond funds: Todd Cockburn, Bureau of Engineering

3/8/95:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

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16/35
MAR 24 1995

SAN FRANCISCO
PUBLIC LIBRARY

BUILDING AND FACILITIES COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Thursday, March 16, 1995

The Building and Facilities Committee of the San Francisco Public Library Commission held a meeting on Thursday, March 16, 1995, in the Lurie Room, Main Library.

Call to order: 3:02 PM

Members present: Commissioner Walter Jebe, Sr., Chair
Commissioner Jan Zivic

Excused: Commissioner Fran Streets

Items considered in committee:

A. **Department of Public Works report on work in progress, branches**

Jorge Alfaro, Department of Public Works (DPW) Bureau of Architecture, reported on the status of Mission Branch renovation. Mr. Alfaro provided copies of a project status report dated March 16, 1995, and informed the committee that the project's value-engineering and peer-review phase is complete. He indicated that a report will be presented to the committee in April which will include architectural considerations, budget review, and engineering recommendations. In response to questions from the chair, Mr. Alfaro explained that value engineering has reduced the projected cost of the renovation of Mission Branch by approximately \$500,000, and he summarized changes in plans for bracing the structure.

Mr. Alfaro described testing that DPW has performed on the existing building, including examination of the roof, core testing of concrete, exposing and evaluating steel columns in the walls, and verification of foundations.

In response to a question from Commissioner Jebe regarding unreinforced masonry, Mr. Alfaro stated that Mission Branch Library is a steel-frame building with brick-infilled walls.

In response to a question from Commissioner Zivic, Mr. Alfaro explained plans to reinforce the branch's roof with steel. He offered assurance that DPW is proceeding thoroughly with its investigation of the condition of the building. He noted that following approval of schematic drawings, the project will move into design development.

James Chia, DPW project manager for Chinatown Branch renovation, provided copies of a project status report dated March 15, 1995, and described increased progress at the branch. Mr. Chia indicated that the contractor has completed the foundation work on the existing building and is currently working on reinforcing the columns and walls of the basement. He estimated that total construction is 20% complete, and that the project will be completed in spring of 1996.

Mr. Chia stated that DPW projects that an additional \$2.5-million will be required and recommends using bond funds available from the 1990 Earthquake Safety Program (ESP) II. He described causes of the original underestimate of cost.

Commissioner Jebe recounted his visit to the Chinatown construction site the previous week and expressed satisfaction at the increased pace of work. Kenneth Dowlin, City Librarian, stated that contractual difficulties in the project have been resolved and that the schedule of work being presented appears reasonable.

Todd Cockburn, City Engineer, provided copies of "Status Report Branch Library Seismic Retrofit Programs," dated March 16, 1995, and a seismic hazard rating sheet. Mr. Cockburn gave a brief overview of funding sources for seismic retrofit of branches, including 1988 Library Bond funds and 1990 ESP II bond funds, and offered to appear at a Finance Committee meeting to make an in-depth presentation on funding.

The City Engineer explained that retrofit of five branch libraries--Park, Presidio, Sunset, Chinatown, and Mission--was approved in the Library Bond election of 1988, although the amount provided will be inadequate for completion of the five projects. He cautioned that the fund balances shown in the status report may not accurately reflect interest earnings on bonds, and that DPW is working with the Controller's office to reconcile the amounts.

Mr. Cockburn announced that DPW would sequester an amount for branch renovation projects to provide thorough assessment and testing, including soil and materials analysis, if verifiable information is not available. He indicated that funding for the majority of branch retrofit would be dependent on approval of future bond issues. He added that a substantial portion of the renovation to be done was not actually seismic work, but that the seismic upgrades triggered additional standards such as accessibility, building code, and hazardous substance mandates.

The committee expressed appreciation for the City Engineer's report.

In response to a question from Commissioner Zivic, Mr. Cockburn surmised that in some instances DPW may recommend demolition of a current branch building and construction of a new facility.

Mr. Dowlin recalled the scarcity of planning and design money available for projects prior to the 1988 Library Bond issue.

In response to a question from Commissioner Wechsler who was in attendance, the City Engineer placed the amount of branch renovation that was unfunded at approximately \$15-million. Mr. Cockburn anticipated bringing the issue of unfunded branch projects before the city's Capital Improvements Advisory Committee for possible recommendation as a bond item to be placed before voters within the next two years.

In response to questions from Commissioner Crommie who was in attendance, and library patrons Marti Kashuba and Landis Whistler, Mr. Cockburn explained amounts appearing in the status report. He noted that the figure of \$60,000 for Bernal Branch was the amount that would be needed to verify the structural condition of the existing building prior to beginning renovation.

The City Engineer stated that the Capital Improvements Program (CIP) provides some funds to departments for projects such as accessibility. Mr. Cockburn noted that in excess of \$200-million in requests were submitted to CIP this year, although the program's total funding was only \$6-million.

Mr. Whistler expressed skepticism regarding DPW's budget figures and suggested that the department be privatized. He urged the Library Foundation of San Francisco to provide support for branch-library projects.

Rosalyn Koo, Friends of Chinatown Branch Library, suggested that DPW improve the quality of staff who are dealing with unreinforced masonry projects and urged that all work undertaken by DPW be subject to peer review.

B. Department of Public Works report on work in progress, New Main

In the absence of Jim Cheng, DPW project manager for the New Main Library, the City Engineer reported on construction progress at the New Main. Mr. Cockburn stated that the contractor is replacing drywall damaged in recent rains. He noted that the total project remains within budget and expressed confidence that present contingency funds will be sufficient. He indicated that the contractor reports that slippage of the schedule due to bad weather can be corrected, and that the anticipated

completion of construction for the New Main remains December 1995.

C. Update on branch library lease

Richard Walsh, Director of Operations and Maintenance, described the search for a possible alternate site for Ocean View Branch and indicated that he and Commissioner Jebe have visited a location on Sagamore Street which appears feasible for branch relocation. Mr. Walsh disclosed difficulties with the current site and informed the committee that the library's current lease at Ocean View can be cancelled with 30-day notice.

Commissioner Jebe encouraged commissioners to visit the Sagamore Street site prior to the next Commission meeting. He stated that the Sagamore location is owned by a religious group and is well maintained. Mr. Walsh added that Ocean View district is comprised predominantly of single-family homes with relatively few commercial sites, which makes relocating the branch difficult.

In response to questions from Commissioner Zivic, Mr. Walsh stated that the current Ocean View branch contains 876 square feet of usable space, and that the Sagamore site offers approximately 1,400 square feet. He reported that current monthly rent is \$850, and rent for the Sagamore facility would be \$1,200. He pointed out that compliance with the Americans with Disabilities Act will be expensive at the current site, and that in the past the library has agreed to pay for one-half of accessibility improvements at leased branches, amortized over five years. He indicated that the owner of the current site has ignored the library's requests for building improvements.

Mr. Walsh suggested that the library hold a community meeting in Ocean View to discuss the possibility of relocating the branch library. Commissioner Zivic expressed support for community involvement but explained her preference that the Commission discuss the issue prior to scheduling a meeting. She requested that staff provide details of cost differences between the proposed site and the current branch, as well as relevant information on the religious affiliation of the organization that owns the Sagamore building.

By consensus the committee agreed to present the issue of possible relocation of Ocean View Branch to the Commission at its April meeting.

In response to a question from Commissioner Wechsler, Mr. Dowlin affirmed that relocating the branch was economically feasible and would be included in the library's amended budget request.

In response to a question from Mr. Whistler, Commissioner Jebe stated that the proposed location on Sagamore was two blocks from the current site.

In response to a question from Ed Regan, library patron, Mr. Walsh explained that the Sagamore Street location is close to a Muni bus stop. In reference to Mr. Cockburn's previous remarks regarding the Capital Improvements Program, Mr. Walsh also noted that the library annually requests funds from CIP but is denied because of CIP's limited funding.

In response to questions from Commissioner Zivic, Mr. Walsh stated that the library's request for funding from CIP this year was approximately \$14-million, but that CIP allocated no funds to the library for capital improvements and provided \$140,000 for minor repairs such as broken windows.

At the request of the chair, the Commission Assistant agreed to send a memo to the members of the Commission requesting that they view the proposed Sagamore site in Ocean View prior to meeting in April.

On Commissioner Zivic's motion, the March 16, 1995, meeting of the Building and Facilities Committee of the San Francisco Public Library adjourned at 4:12 PM.



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City and County of San Francisco
Public Library Commission

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Vice President

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THOMAS H. GEE, J.D.
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Commissioners

KENNETH E. DOWLIN
City Librarian

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APR 17 1995

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the Building and Facilities Committee of the San Francisco Public Library Commission will be held as follows:

DATE: THURSDAY, APRIL 20, 1995

TIME: 3:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY

CHAIR: Commissioner Walter Jebe, Sr., Chair

MEMBERS: Commissioner Fran A. Streets and Jan Zivic

AGENDA:

1. Department of Public Works Report on work in progress, New Main: Jim Cheng, Project Manager
2. Department of Public Works Report work in progress, Branches: James Chia, Project Manager Chinatown Branch
3. Presentation of schematic design and value engineering report on Mission Branch Library. Requesting approval of proposed design and release of approximately \$600,000 in reserve funds: Jorge Alfaro, Project Manager Mission Branch
4. Update on expansion of Ocean View Branch Library: Rich Walsh, Director of Operations and Maintenance

4/14/95

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY

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6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.
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City Librarian

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BUILDING AND FACILITIES COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Thursday, April 20, 1995

The Building and Facilities Committee of the San Francisco Public Library held a meeting on Thursday, April 20, 1995, in the Lurie Room, Main Library.

Call to order: 3:05 PM

Members present: Commissioner Walter Jebe, Sr., Chair
Commissioner Jan Zivic

Excused: Commissioner Fran Streets

Public comment:

Christine Ortiz, Portola Branch Library patron and volunteer, inquired about delays in obtaining a new site for the branch. Commissioner Jebe reviewed the loss of Portola Branch's lease and the library's search for a new location.

Richard Walsh, Director of Operations and Maintenance, reported that the library has identified a suitable site on San Bruno Avenue and is currently negotiating to resolve a variety of issues, including code compliance and share of costs. Mr. Walsh indicated that progress is being made on a lease but the expense of renovation remains a factor.

Commissioner Zivic indicated that she had not been mailed an agenda for the Building and Facilities Committee meeting. In response to a question from the commissioner, Donna Marion confirmed that she has been promoted to a position in the library's Personnel office and will be departing as Assistant to the Commission.

In response to a question from Commissioner Zivic, City Librarian Kenneth Dowlin reported that the City Attorney's office has advised him that the Commission will determine the process for appointing a Secretary, although it must adhere to certain requirements specified by Civil Service and Equal Employment Opportunity.

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PUBLIC LIBRARY

In response to Commissioner Zivic, Ms. Marion reminded the committee that the position of Secretary cannot not be filled until the requisition is clear, and that the position will not be vacant until an appropriate classification for Richard Walsh's position is obtained and he transfers into it.

Mr. Dowlin announced that he met on Monday with the Deputy Director of the Department of Human Resources (DHR) to discuss a difficulty that arose in terms of classification of positions, and that he received assurance that DHR would attempt to expedite resolution.

Commissioner Zivic lauded the Commission Assistant's past performance in providing administrative support for the members of the Library Commission. She characterized the situation of not having a fulltime staff person for the Commission as unacceptable.

Mr. Dowlin explained that he had informed DHR that the Commission would discuss the Secretary's position at its meeting on May 2, and that his understanding was that DHR would resolve the reclassification issue by that time.

Department of Public Works report on work in progress, New Main Library:

Kathy Page, Chief of Facilities Development, reported that the library's Chief Engineer is overseeing a volunteer crew of retired engineers who are videotaping the placement of the New Main Library's wiring and plumbing before the walls are closed.

Ms. Page indicated that the library's periodical collection is being measured in preparation of being moved.

Jim Cheng, DPW project manager for New Main construction, reported that the contractor is concentrating now on closing walls and ceilings. Mr. Cheng indicated that subcontractors are installing heating and ventilating systems, and that DPW is satisfied with the pace of the work. He projected that the building will be totally enclosed by the end of the month, except for the space being used for the exterior elevator.

Mr. Cheng reported that change-order exposure is approximately \$4.5-million, and expressed confidence that the project will be completed on budget. He noted that staff from DPW, the contractor, construction management firm, and Public Library will begin meeting to determine the method for turning the New Main building over to the library to operate.

In response to a question from Commissioner Zivic, Mr. Cheng explained that construction meetings chaired by the Director of Public Works continue to be held monthly.

Commissioner Jebe expressed gratitude to DPW staff with whom he regularly tours the library's construction sites.

Department of Public Works report on work in progress, branches:

James Chia, DPW project manager for Chinatown Branch renovation, provided a status report dated April 17, 1995. He described progress in placement of steel bracing in the building's basement, and anticipated the installation of walls and mechanical ductwork. Mr. Chia explained the process for reinforcing masonry and estimated that the total renovation of Chinatown Branch is now 40% complete. He projected that the supplemental budget request for the branch's renovation would go before the Budget Committee of the Board of Supervisors within two to three weeks.

Ms. Page reported that the library seeks to develop long-term policies with DPW regarding branch renovations. She indicated that she, Chief of Branches Marcia Schneider, Mr. Walsh, and other staff will begin regular monthly meetings with Jorge Alfaro, Bureau of Architecture, to analyze DPW recommendations regarding branches and produce an overall strategy for seismic renovation to bring before the Commission.

In response to Commissioner Jebe's expression of interest in the monthly meetings, Ms. Page offered to structure agendas in a way that would facilitate the commissioner's participation.

Commissioner Jebe welcomed Jorge Alfaro, DPW Bureau of Architecture project manager for Mission Branch renovation, and recalled the orientation presentation regarding Mission that he received the previous week.

Mr. Alfaro described the process of value engineering and structural verification being employed in planning Mission Branch renovation. He noted that, if implemented, the recommendations contained in the value-engineering report would result in a \$600,000 savings over original cost estimates.

In response to questions from Commissioner Jebe, Mr. Alfaro placed the current projected cost of Mission renovation at \$3.154-million. He reported that the proposed project includes seismic upgrade, removal and replacement of first-floor finishes, providing new electrical and mechanical systems, renovating the exterior entry, and installing two code-required stairways.

Mr. Alfaro provided copies of schematic drawings for Mission Branch renovation and used a series of boards to illustrate design. He described the architectural proposals, including moving the branch's main entrance from 24th Street to Bartlett, providing additional exterior lighting, and installing a bicycle rack.

Mr. Alfaro explained plans for the ground floor, including placement of lounges, staff rooms, children's restroom, exit and exterior stairs. He described the proposed introduction of concrete to walls in order to strengthen the building.

Mr. Alfaro described seismic bracing and alterations for the main floor, as well as access to

the roof by way of a staircase from an intermediate level. He described steel frames for the roof, and the introduction of horizontal thrusts of steel to connect the structure's walls and roof. Mr. Alfaro expressed confidence that the structural solution being offered provides for both public safety and convenient library usage within the branch.

Mr. Alfaro provided background information on the development of the value-engineering report and the inclusion of its recommendations into the plan being presented. He described findings from the structural-verification examinations of the current structure and envisioned a similar process in other branch libraries where the existing building conditions are not known.

In response to a question from Commissioner Zivic regarding planning and engineering work that remain to be done, Mr. Alfaro stated that the Library Commission must determine whether the value of preserving the existing building and facade is commensurate with the cost. He suggested thorough review of the environmental impact of the project and promised a peer review by independent consultants to ensure that the recommendations from the value-engineering report are implemented in the design. Mr. Alfaro suggested that the Commission compare the project to the benefits of other options, including construction of a new facility. He advised the committee that if the library decides to maintain the existing branch building, the plan being offered is cost efficient.

Ms. Page stated her belief that DPW has done an acceptable job of analyzing and verifying conditions in the existing building, and she advised that additional analysis would not result in additional cost savings.

Mr. Dowlin noted that the plan's structural elements and realignment of the entrance offer dramatic improvement for providing library service at Mission Branch.

Commissioner Zivic expressed gratitude for the report and drawings. Commissioner Jebe announced that the previous day during his tour with Mr. Chia at Chinatown Branch renovation he had requested a cost estimate of various branch library construction projects. He stated that calculations he received put the cost of constructing a new structure with modern materials at \$267 per square foot, new structure with historical materials at \$336 per square foot, and total renovation of an existing structure at \$300 per square foot. Commissioner Jebe pointed out that the proposed cost of Mission Branch's partial renovation is \$214 per square foot, and Chinatown renovation stands at \$350 per square foot. The commissioner urged that these figures be considered at length by the Commission, and he recommended against taking action at the current time on the Mission Branch proposal.

Commissioner Zivic agreed that the committee should eventually make a summary and recommendation to the Commission on the difficult issue of whether to preserve the facade of Mission Branch. She suggested having another committee meeting with DPW staff in order to obtain additional information. The chair agreed and reflected on the comment at the previous Commission meeting by Ruth Vose, Park Branch librarian, describing the difficulties of

providing modern library service in a turn-of-the-century building.

In response to a question from Commissioner Zivic, Mr. Dowlin indicated that the plan being submitted is a significant improvement over the current structure.

In response to a question from Commissioner Karen Crommie who was in attendance, Mr. Alfaro affirmed that the size of the children's section is decreased in the proposal. He explained that structural considerations led to the reduction although it might be possible to reevaluate that solution.

Commissioner Jebe concurred with Commissioner Crommie's concern regarding a decrease in the size of one of the busiest children's departments in the branch system.

Ms. Page indicated that library staff will begin review of the schematic drawings and that the design process is in its initial phase. She added that staff also need to analyze the cost of the proposal which, although lower than the original estimate, remains significantly higher than the amount allocated.

Update on expansion of Ocean View Branch Library:

Commissioner Jebe recalled his recent quote published in the *San Francisco Independent* stating that Ocean View Branch Library is a "disgrace" to the library system. He indicated that the entire article was related to the branch's physical building, as were his comments, and he expressed regret if anyone misinterpreted the remark to include staffing or service at Ocean View Branch.

Mr. Walsh advised the committee that Ocean View residents at a previous community meeting regarding the library budget had suggested that the branch be enlarged. He noted that a representative of the Bureau of Architecture had estimated that expanding the branch into the closed store next door would cost \$200,000. Mr. Walsh explained that at the request of Commissioner Jebe, he had begun exploring possible relocation of Ocean View Branch and identified a site on Sagamore Street. Mr. Walsh announced that in response to Commissioner's Jebe's request to the City Engineer on April 4 to examine both the current branch site and the Sagamore Street structure, he, Mr. Alfaro, and DPW engineer Ronald Cheng visited both locations. Mr. Walsh provided a board with photographs of the two sites, and Mr. Alfaro provided a memo dated April 18, 1995, from Mr. Cheng.

Mr. Alfaro explained to the committee that the current site on Broad Street has a lower seismic risk than the building on Sagamore, although neither meets current seismic code requirements. He reported that the recommendation of the Department of Public Works is for the library to seek another alternative, such as constructing a branch in the nearby park.

Mr. Walsh indicated that, at the request of Commissioner Crommie, he had asked the Real

Estate Department to inquire whether the closed liquor store next door to the current branch would reopen. He stated that the property manager expressed a willingness to locate the liquor store further down the block, although still within the same building, and offered to permit the library to expand. He added that the owner may be willing to assume part of the cost of renovation.

Commissioner Zivic responded that in terms of public safety, neither expanding the current branch nor moving to the Sagamore site is a desirable option.

Touree Keeble, an instructor at Jamestown Learning Center, suggested that the library consider relocating the Ocean View Branch to space within the learning center. He read a portion of a statement he explained was given to him by a Plymouth Street resident expressing concerns about relocation of Ocean View Branch. Mr. Keeble agreed that the current location is unsatisfactory and urged the committee to consider the possibility of moving the branch into Jamestown Learning Center.

Commissioner Jebe thanked Mr. Keeble for attending and explained that the library will be examining a variety of possibilities for the branch.

Ed Dollard, Board President of the Jamestown Learning Center, stated that the center occupies the old St. Michael's School and offers both adequate parking and accessibility. Mr. Dollard indicated that the school could provide two large classrooms to the library and requested Commission consideration.

Adjournment:

On Commissioner Zivic's motion, the April 20, 1995, meeting of the Building and Facilities Committee of the San Francisco Public Library Commission adjourned at 4:20 PM.



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City and County of San Francisco Public Library Commission

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NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF MEETING

A meeting of the Building and Facilities Committee of the San Francisco Public Library Commission will be held as follows:

DATE: THURSDAY, MAY 18, 1995

TIME: 3:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY

CHAIR: Commissioner Walter Jebe, Sr., Chair

MEMBERS: Commissioner Fran A. Streets and Jan Zivic

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MAY 15 1995

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA:

1. Department of Public Works Report on work in progress, New Main:
Jim Cheng, Project Manager
2. Department of Public Works Report work in progress, Branches:
Kathy Page, Chief of Facilities Development

4/14/95

ACCESSIBLE MEETING POLICY

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SAN FRANCISCO
PUBLIC LIBRARY

BUILDING AND FACILITIES COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of May 18, 1995

The Building and Facilities Committee of the San Francisco Public Library Commission held a meeting on Thursday, May 18, 1995, in the Lurie Room, Main Library.

Call to order: 3:00 PM

Members present: Commission Vice President Walter Jebe, Sr., Chair
Commissioner Fran Streets

Excused: Commissioner Jan Zivic

Items considered in committee:

A. Public comment

Jean Amos, Noe Valley patron, requested information regarding seismic upgrade of Noe Valley Branch. Commissioner Streets expressed agreement with Ms. Amos' apprehension and promised to pursue the subject during the update on branch projects.

Rosalyn Koo, Friends of Chinatown Branch Library, described neighbors' concerns regarding the air-handling unit which is scheduled to be installed as part of Chinatown Branch's renovation. Ms. Koo informed the committee that the neighbors were advised to inspect a similar unit installed at Stanford University, and she questioned whether inspection of an air-handling unit located on an open, wooded campus would accurately reflect the noise of a unit installed in a densely-populated urban area.

Donna Marion, Commission Assistant, explained that she also has received a phone call from a Chinatown resident expressing concern about the proposed air-handling unit.

B. Report on work in progress: New Main Library

Vice President Jebe reported that he toured the New Main construction site the day before, and he expressed satisfaction with the progress that is being made.

Kathy Page, Chief of Facilities Development, reported on the status of furniture contracts for the New Main and the development of the schedule for delivery. In response to a question from Commissioner Streets, Ms. Page explained that the contract for moving the library collections would be put to bid in July, and she anticipated that a contractor would be selected in August.

In response to questions from Vice President Jebe, Ms. Page stated that approximately six national companies specialize in moving large library collections. She noted that the contractor may subcontract less specialized portions of the move to local vendors, and she summarized the complex requirements involved in moving, and in some cases interfiling, library books and materials.

Jim Cheng, Department of Public Works (DPW) manager for New Main construction, reported that construction remains on schedule and within budget, and he estimated that 75% of the project is complete. He added that the contractor seeks to finish actual construction within the next five months, and projected that by the end of October the punch-list process and activation of systems could begin. He noted that a general meeting of subcontractors would be held in May to discuss the schedule for commissioning the building.

Mr. Cheng announced that the project currently has approximately \$4.6-million in change-order exposure from a total contingency fund of \$6-million. He disclosed that on average the city has been able to negotiate change-order charges to 80% of the amounts requested, and offered assurance that the process remains within budget.

In response to concerns expressed by Commissioner Streets, Mr. Cheng acknowledged that the \$1-million being reserved by the Chief Administrative Officer to cover possible claims against the city represents part of the \$6-million contingency total, although he stated that the number of change orders being issued is expected to decline. Mr. Cheng remarked that the general contractor does not anticipate filing a claim against the city, although four of the subcontractors have given notice that they will be placing claims. He indicated that one of those four claims is currently in negotiation, and the amount for that claim is included in the \$4.6-million exposure figure.

In response to questions from Vice President Jebe, Mr. Cheng summarized the change-order process and pointed out that a variety of change orders result from the complexity of the concealed ventilating and electrical ductwork specified for the building.

C. Report on work in progress: branch libraries

Ms. Page provided copies of a memorandum dated May 15, 1995, from James Chia, DPW project manager for Chinatown Branch renovation, describing the contractor's progress. She noted that Mr. Chia is discussing the issue of the air-handling unit with the branch's neighbors and has arranged for them to visit a site on the peninsula which has a similar unit. She reported that Mr. Chia has requested an engineering assessment of noise levels associated with the equipment in order to obtain quantifiable information to share with the community.

Vice President Jebe commended the progress being made on the Chinatown Branch renovation project which he toured the previous day.

Ms. Page reported that the library is reviewing the schematic design for the proposed renovation of Mission Branch. Vice President Jebe reminded staff of concerns expressed at a previous committee meeting that renovation will reduce the size of the children's area at Mission Branch, and he encouraged careful evaluation of the design proposals for the children's-services section.

Ms. Page indicated that library staff shares the committee's concerns regarding both adequate programming space and seismic safety, and that Facilities Development staff is measuring the branch's current children's area to determine to what extent the schematic design reduces the service space.

The Chief of Facilities Development announced the proposed schedule for Mission Branch renovation which forecasts an 18-month project beginning in April 1996 with the branch reopening in autumn 1997. She anticipated that efforts to identify a site for temporary relocation would commence in late summer.

Ms. Page recalled that DPW has recommended that the library use a portion of the Earthquake Safety Program (ESP) II bond money to fund an extensive testing program on the structural condition of branch libraries for which there is not current, reliable information.

In response to questions from Commissioner Streets, Ms. Page indicated that the supplemental budget request for ESP II that will come before the Board of Supervisors includes \$2.5-million for Chinatown renovation, \$450,000 for the branch testing program, and \$2-million for Richmond Branch. She stated that the remaining branch renovations planned for ESP II are now unfunded, and explained that DPW is planning a bond measure to finance the renovation of the remaining nine branch libraries. She predicted that the structural-verification program will improve the accuracy of the library's cost estimates of future renovation projects.

In response to a question from Vice President Jebe, Ms. Page stated that library staff will provide DPW with a needs assessment of each branch during structural verification in order to determine whether improvements beyond seismic strengthening should be included in the project.

In response to a question from the chair, Commissioner Streets pointed out that Noe Valley Branch has a seismic-risk designation of four, and that no funds are available to retrofit the building. She characterized the issue regarding Noe Valley as one of safety and inquired whether the library intends to close or relocate the branch.

In response to questions from Commissioner Streets, the City Librarian explained that the Chief Administrative Officer has the authority to close any city building upon DPW's assessment that the structure is unsafe. He recalled that the library in the past has requested that DPW determine whether any branch libraries are unsafe and should be closed, and that Public Works has not recommended any closures to date. Mr. Dowlin added that the city owns in excess of 800 buildings and surmised that perhaps 50 of them have a seismic rating of four.

Commissioner Streets requested that full background information be provided to the committee, and she expressed alarm at the situation at Noe Valley Branch. The commissioner urged that the library obtain a written recommendation from DPW whether to close Noe Valley Branch.

In response to a question from the chair, Mr. Walsh suggested that a letter from the committee be sent to the Department of Public Works, and staff agreed to prepare a draft.

In response to an inquiry from Commissioner Streets, Mr. Walsh provided an update on the status of Ocean View Branch. Mr. Walsh reported that he and the Acting Chief of Branches toured the Jamestown Learning Center, and he described difficulties with relocating the branch to that site. The Director of Operations and Maintenance noted that another suggestion that has been offered is to request the Recreation and Park Department to provide property at the Ocean View playground site for construction of a branch facility.

The chair welcomed James Chia, project manager for Chinatown Branch renovation. Ms. Koo reiterated the concerns expressed by branch neighbors regarding the proposed air-handling unit and dissatisfaction with the suggestion to examine the unit at Stanford University.

Mr. Chia recalled meetings with individuals who are concerned about possible noise that will be produced by the heating/ventilating/air conditioning (HVAC) equipment. He stated that the city's mechanical engineer investigated the issue, contacted the

HVAC manufacturer, and discovered that similar units were installed at Stanford. Mr. Chia affirmed that DPW staff anticipates that engineering changes planned for the branch unit's ducting and housing will reduce noise by approximately 50%, and that discussions continue regarding other possible sound mitigation.

Ms. Koo expressed appreciation for Mr. Chia's efforts and suggested DPW arrange for peer review of the HVAC proposal, and attempt to locate similar equipment in San Francisco for the branch library's neighbors to visit. She indicated that the suggestion for visiting Stanford is unacceptable.

Vice President Jebe expressed agreement with Ms. Koo's suggestions. Mr. Chia promised to pursue the issue with the HVAC manufacturer and attempt to locate similar equipment within the city, but cautioned that Stanford's may be the nearest analogous unit.

Public Library Commissioner Karen Crommie, who was in attendance, expressed displeasure at the suggestion that Chinatown residents should be referred to Stanford to evaluate noise levels of HVAC equipment.

Mr. Chia explained that the mechanical engineer's suggestion for residents to visit the equipment at Stanford was made in good faith, but that if the neighbors found the suggestion unacceptable the department would seek an alternative. He lauded Ms. Koo's recommendation for peer review and promised to obtain an independent assessment of the equipment and planned installation. The project manager disclosed that the building design assumes the HVAC equipment will be located in a specific area, and that the steel bracing to support it has already been installed.

The City Librarian suggested that DPW contact an acoustic engineer for possible advice on reducing and redirecting noise from the HVAC unit.

Bill Hale, member of the public, suggested that the Public Library consider obtaining a lessee's agent to assist in identifying sites for branch relocations. Mr. Dowlin indicated that the Real Estate Department performs that function for city departments.

In response to an inquiry from Commissioner Streets, Mr. Chia stated that the contingency fund for Chinatown Branch renovation is \$250,000 and he anticipated that the project would remain within that budget forecast.

Vice President Jebe adjourned the May 18, 1995, meeting of the Building and Facilities Committee of the San Francisco Public Library Commission at 4:07 PM.



15
City and County of San Francisco
Public Library Commission

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JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

///
NOTICE OF MEETING

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A meeting of the **Building and Facilities Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: THURSDAY, JUNE 15, 1995

TIME: 3:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY

CHAIR: Commissioner Walter Jebe, Sr., Chair

DOCUMENTS DEPT.

JUN 13 1995

MEMBER: Commissioner Fran A. Streets

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA:

1. Department of Public Works Report on work in progress, New Main:
Jim Cheng, Project Manager
2. Department of Public Works Report on work in progress, Branches:
James Chia, Chinatown Project Manager, and Jorge Alfaro, Mission Branch Project Manager
3. Report on Branch Library's Earthquake Safety Program (ESP III): Jorge Alfaro, Department of Public Work
4. Discussion and possible recommendation for approval to advance Richmond Branch Library's seismic priority: Marcia Schneider, Acting Chief of Branches
5. Briefing and possible recommendation for action on Library operations during the United Nations celebration Monday, June 26, 1995:
Kenneth Dowlin, City Librarian, and Hope Hayes, Chief of Main

6/12/95

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233



City and County of San Francisco
Public Library Commission

11

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City Librarian

BUILDING AND FACILITIES COMMITTEE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the meeting of Thursday, June 15, 1995

The Building and Facilities Committee of the San Francisco Public Library Commission held a meeting on Thursday, June 15, 1995, in the Lurie Room, Main Library.

Call to order: 3:03 PM

Members present: Commission Vice President Walter Jebe, Sr., Chair
Commissioner Fran Streets

DOCUMENTS DEPT.
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Items considered in committee:

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A. Report on work in progress: New Main Library

Kathy Page, Chief of Facilities Development, reported that the New Main project remains on schedule and that structural work is nearing completion.

The Chief of Facilities Development stated that the contract for standard furniture would be put to bid on June 23, and that the draft for the move contract is being reviewed. She explained that the move contract includes a pre-qualification requirement in which bidders must demonstrate the capacity and experience to move large library collections.

In response to a question from Commissioner Streets regarding the move, Ms. Page explained that six to eight national companies specialize in moving library collections, and that the library's announcement would be circulated to movers listed with the city's Purchasing Department.

In response to a question from Commissioner Streets regarding the contract for custom furniture, Ms. Page stated that the library has approved drawings and is waiting for delivery of full-scale mockups of several pieces. She summarized the delivery schedules for furniture.

Ms. Page explained that Digital Electronics is designing the New Main computer room and advising the library on moving the mainframe.

Vice President Jebe reported that he visited the New Main construction site the day before, and he expressed gratitude to DPW and library staff for providing information. Ms. Page announced that her office is negotiating with the contractor to schedule tours of the New Main for staff once the scaffolding is removed and debris cleared.

B. Report on work in progress: branch libraries

James Chia, DPW project manager for Chinatown Branch renovation, provided copies of a memorandum dated June 12, 1995, describing the contractor's progress.

Mr. Chia reported that the supplemental budget request was recommended by the Budget Committee and has passed its first reading at the Board of Supervisors.

He estimated that the renovation of Chinatown Branch is 49% complete and remains on schedule.

Mr. Chia stated that he has requested that the manufacturer of the air-handling unit that will be installed at Chinatown Branch provide additional information regarding noise levels associated with the equipment. He announced that DPW has hired an acoustical engineer to determine whether the unit will produce excessive noise and to assist with sound mitigation.

The project manager invited commissioners to tour Chinatown renovation site.

In response to questions from Commissioner Streets, Mr. Chia indicated that DPW is taking Chinatown neighborhood concerns seriously and will schedule a meeting with neighbors and Rosalyn Koo within the next 30 days. He explained that he does not envision difficulties with obtaining approval for the supplemental budget request.

Vice President Jebe noted that the air-handling unit has not yet been installed at the branch, and Commissioner Streets agreed that the library needs to be sensitive to the perceptions of the community.

Jorge Alfaro, DPW Bureau of Architecture project manager for Mission Branch renovation, provided copies of a program status report dated June 8, 1995.

Mr. Alfaro announced that DPW is reviewing library staff's response to schematic drawings for Mission Branch renovation. He informed the committee that the proposals for Mission Branch will increase public-service areas from the current 5,491 square feet to 6,543 square feet.

In response to questions from Vice President Jebe, Mr. Alfaro noted that the increased efficiency in the use of space is realized by the removal of the old stairwell, placing mechanical units on the roof, and centralizing staff areas. He explained that the children's services area will rise from 1,420 square feet to 1,596 square feet--a 12% increase--without increasing the envelope of the current building.

In response to questions from Vice President Jebe regarding the proposed installation of an air-handling unit on the roof of Mission Branch, Mr. Alfaro summarized possible noise-mitigation measures and indicated that he was uncertain whether the unit for Mission Branch was similar to the one designated for Chinatown Branch. The Commission Vice President requested that DPW provide more specific information regarding Mission Branch's air-handling unit at the next committee meeting.

C. **Report on branch libraries' Earthquake Safety Program (ESP)**

Mr. Alfaro reported on DPW's proposal to assist the library in prioritizing the seismic upgrade of branch libraries and to evaluate structural conditions. He indicated that the supplemental budget request for ESP II funds for Chinatown Branch renovation includes money for the branch evaluation program. He noted that once the supplemental request is approved, both private and city engineers will explore and test the conditions of 10 branches. He pointed out that this work will include full evaluation for branch structures which have not been previously studied, and that those branches which were studied in 1988 will have evaluation based upon current methodology.

In discussion with Vice President Jebe, Mr. Alfaro explained that two engineering firms will be hired to evaluate five branches each, and DPW and Department of Public Health will investigate hidden conditions that might affect seismic work.

In response to a question from Commissioner Streets, Mr. Alfaro anticipated that the investigation of all 10 branches will be completed by November, and he suggested that the Commission prioritize the seismic work for branches after it receives the reports from the investigation. Ms. Page clarified that the evaluation and seismic ranking were separate steps of the process.

Vice President Jebe sought assurance that the investigations by the private-sector engineers and municipal engineers will be independent. Mr. Alfaro explained that the city engineers will be investigating separate issues from the contracted engineers.

D. **Discussion and action to advance Richmond Branch's seismic priority**

Marcia Schneider, acting Chief of Branches, reported that the seismic rankings of various branch libraries have changed several times since 1988, and that additional testing is

needed to properly determine their seismic evaluation. She explained that staff recommends that the entire list be reviewed once the evaluations are complete.

Ms. Schneider explained that Richmond Branch was not listed in the 1988 seismic bond measure because at that time the branch was seismically rated three, and that in 1992 the Library Commission approved Richmond Branch being substituted on the ESP II list. Ms. Schneider noted that subsequent evaluation assigned Richmond Branch a seismic-risk ranking of four, and she recommended that the Commission designate Richmond Branch as the next branch for seismic upgrade.

In response to a question from Commissioner Streets, the Chief of Branches stated that although funds are available for Richmond Branch renovation, Noe Valley Branch renovation is currently unfunded.

In response to questions from Vice President Jebe, Ms. Schneider clarified that the projects being proposed are for seismic upgrade and access for the disabled. She added that Mission Branch renovation is funded through the library seismic bond measure, in addition to some federal funds. She pointed out that Richmond Branch presently has the highest circulation in the branch system and that planning has centered around Richmond being the next renovation project, although there has not yet been Commission action specifying that.

Mr. Alfaro indicated that additional testing is included in the budget for Richmond renovation. Ms. Schneider offered assurance that funding for Richmond is available, and that designating Richmond Branch as the next branch renovation does not affect any other branch project.

MOTION: Commissioner Streets moved to recommend that Richmond Branch be seismically upgraded as an Earthquake Safety Program II branch project.

ACTION: Unanimously recommended

Commissioner Streets reminded staff of her ongoing concern regarding Noe Valley Branch, and she inquired whether the library has written to the Chief Administrative Officer regarding the branch. Donna Marion, Assistant to the Commission, verified that the City Librarian has written William Lee regarding Noe Valley, although the library did not specify a timeline for response. Commissioner Streets emphasized the importance of resolving the safety issue for the branch as soon as possible, and she requested that members of the Commission be provided with a copy of the letter to Mr. Lee.

E. Discussion and recommendation regarding library operations during the UN50 celebration scheduled for Monday, June 26, 1995

Hope Hayes, Chief of Main, provided a memo dated June 15, 1995, to the committee and requested that the Main be closed for UN50 events on Monday, June 26, 1995. Ms. Hayes read a portion of a memo from Richard Walsh, Commission Secretary, describing the policy adopted by the Library Commission on November 4, 1986, for closing the library in special circumstances.

The Chief of Main stated that UN50 organizers have invited a number of national and international dignitaries to participate in ceremonies in Civic Center marking the 50th anniversary of the United Nations charter, and that the library has received a report anticipating sizeable crowds and advising of possible protests involving civil disobedience.

In response to questions from Commissioner Streets, Ms. Hayes indicated that the library has been warned to expect disruption of traffic, the closure of a number of streets in the vicinity of the Main, and the continuation of UN50-related activities past 3:00 PM.

Ms. Hayes indicated that if the Main Library is closed, signs will be posted on the exterior of the Main, including a list of branch libraries where patrons can obtain service, and that Community Relations will notify the media.

MOTION: Commissioner Streets moved to accept the recommendation to close the Main Library on Monday, June 26, 1995, for UN50 events, and to authorize the City Librarian to comply with other requests for closure or service curtailments that may be requested by the Secret Service.

ACTION: Unanimously recommended

Richard Walsh, Director of Operations and Maintenance, reported that the lease for Portola Branch was passed from committee at the Board of Supervisors and forwarded with recommendation to the full Board. He anticipated the lease would be approved within three weeks, after which the owner would begin renovation. Mr. Walsh estimated that a minimum of 60 days following the Mayor's final approval of the lease would be required before the branch could move into the new site. Vice President Jebe expressed satisfaction that the library will be resuming full branch service in Portola neighborhood.

On Commissioner Streets' motion, the June 15, 1995, meeting of the Building and Facilities Committee of the San Francisco Public Library Commission adjourned at 3:55 PM.



City and County of San Francisco
Public Library Commission

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City Librarian

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**NOTICE OF CANCELLED MEETING OF BUILDING AND FACILITIES
COMMITTEE OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

The July, 1995 meeting of the Building and Facilities Committee of the San Francisco Public Library Commission has been cancelled.

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ACCESSIBLE MEETING POLICY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

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6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.



City and County of San Francisco
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NOTICE OF CANCELED MEETING OF BUILDING AND FACILITIES
COMMITTEE OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION

The August 1995 meeting of the Building and Facilities Committee of the San Francisco Public Library Commission has been canceled.

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**NOTICE OF CANCELED MEETING OF BUILDING AND FACILITIES
COMMITTEE OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

The September 1995 meeting of the Building and Facilities Committee of the San Francisco Public Library Commission has been canceled.

M. JORDAN

P. HERLIHY

R.G. JEBB, SR.
President

CROMMIE
S H. GER, J.D.
. STREETS
N V. WECHSLER
soners

TH E. DOWLIN
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**NOTICE OF CANCELED MEETING OF THE PLANNING COMMITTEE OF
THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

The September 1995 meeting of the Planning Committee of the San Francisco Public Library Commission has been canceled.

9/13/95:MWC



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City Librarian

NOTICE OF MEETING

A meeting of the **Building and Facilities Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: THURSDAY, OCTOBER 19, 1995

TIME: 3:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY, CIVIC CENTER

CHAIR: Commission Vice President Walter G. Jebe, Sr.

MEMBER: Commissioner Fran A. Streets

AGENDA:

1. Public comment
2. Department of Public Works Report on work in progress, New Main:
Jim Cheng, Project Manager
3. Department of Public Works Report on work in progress, Branches:
James Chia, Chinatown Project Manager, and Jorge Alfaro, Mission
Branch Project Manager

10/13/95:MWC



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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 415/863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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OCT 17 1995

SAN FRANCISCO
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NOTICE OF CANCELLATION OF MEETING

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The October 1995 meeting of the Building and Facilities Committee
of the San Francisco Public Library Commission has been canceled.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission
October 16, 1995



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11/13/95
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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

A meeting of the **Building and Facilities Committee** of the San Francisco Public Library Commission will be held as follows:

DATE: THURSDAY, NOVEMBER 16, 1995

TIME: 3:00 PM

PLACE: LURIE ROOM, MAIN LIBRARY, CIVIC CENTER

CHAIR: Commission Vice President Walter G. Jebe, Sr.

MEMBER: Commissioner Fran A. Streets

AGENDA:

1. Public comment
2. Department of Public Works report on work in progress, New Main Library: Jim Cheng, Project Manager
3. Department of Public Works report on work in progress, branches: James Chia, Chinatown Project Manager, and Jorge Alfaro, Mission Branch Project Manager
4. Discussion and possible action regarding recommendation to develop a time line to designate Old Main Library and Library Annex (45 Hyde) as surplus property and to transfer title to the Asian Art Museum: Kenneth E. Dowlin, City Librarian

11/13/95:MWC



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Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

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NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the Building and Facilities Committee of the San Francisco Public Library Commission for Thursday, December 21, 1995, at 3:00 p.m., in the Lurie Room, Main Library, Civic Center, has been canceled.

MARGARET W. CULVER
Secretary, Library Commission

POSTED: DECEMBER 12, 1995



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**SAN FRANCISCO
PUBLIC LIBRARY**

NOTICE OF CANCELED MEETINGS

1/17

NOTICE IS HEREBY GIVEN that the Finance, Building & Facilities and Planning
Committee meetings of the San Francisco Public Library Commission for the month of
January 1996 have been canceled.

Margaret W. Culver

MARGARET W. CULVER
Secretary, Library Commission

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